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A Guide for the public's use

How To Acquire Federal Real Property

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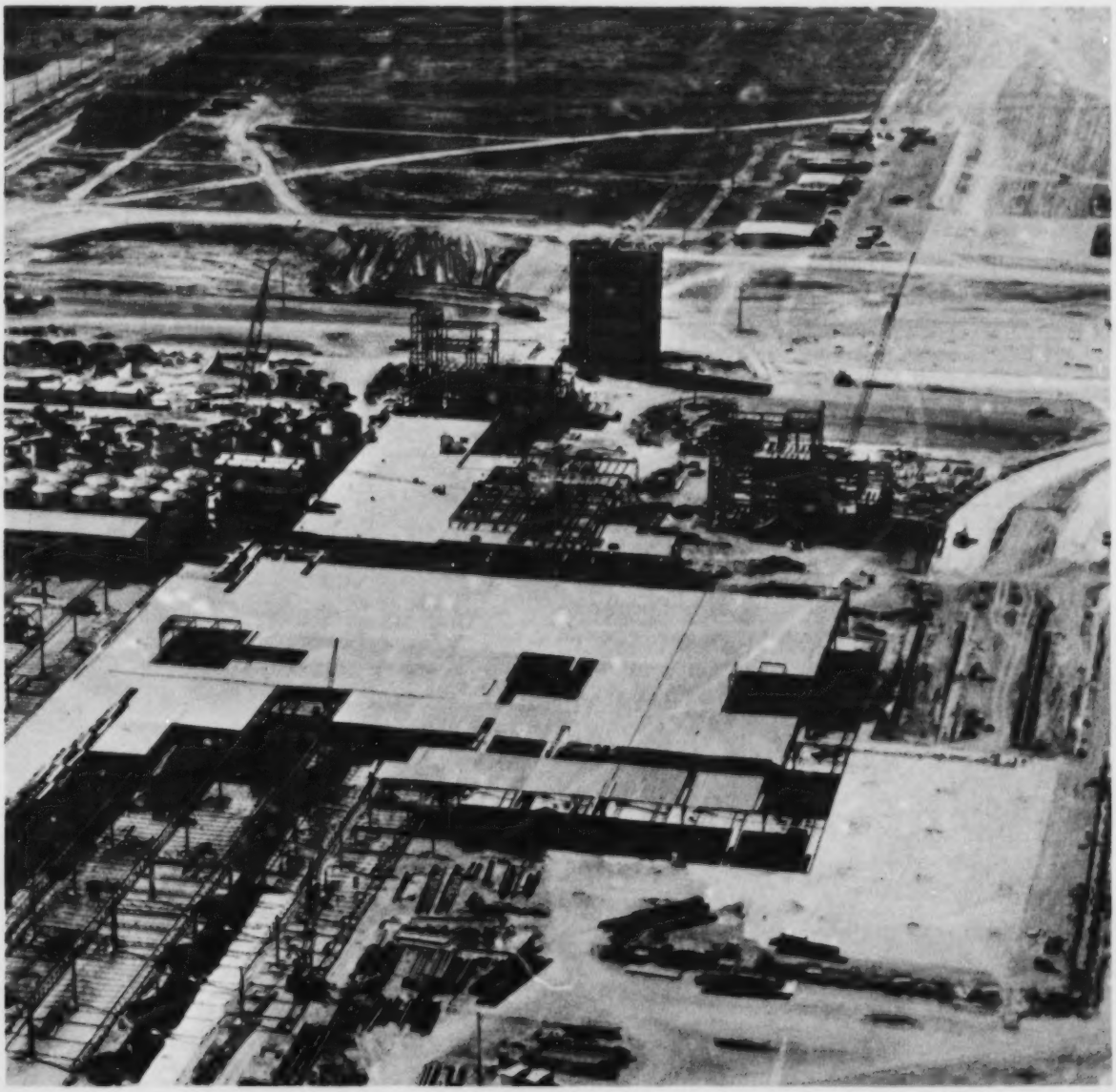

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GSA General Services Administration
Federal Property Resources Service
Office of Real Property
Washington, DC 20406

U.S. Constitution
Article III, Section 3

"The Congress shall have the power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States. . . ."

In enacting the Federal Property and Administrative Services Act of 1949 which established the General Services Administration, Congress declared: ***"It is the intent of this legislation to provide for the Government an economical and efficient system for . . . the disposal of surplus property."***

A Guide
for the
public's use

How To Acquire Federal Real Property

prepared by

General Services Administration
Federal Property Resources Service
Office of Real Property
Washington, DC 20406

Cover photo: Former Naval Air Station, Albany, Ga., negotiated sale to local government for controlled development to private industry for multiple uses.

Foreword

Under provisions of the Federal Property and Administrative Services Act of 1949, as amended (Public Law 152, 81st Congress, June 20, 1949; 63 Stat 377), the General Services Administration (GSA) is responsible for the utilization and disposal of excess and surplus Federal real property and related personal property in the most economic, efficient and effective manner.

Each year GSA disposes of property worth millions of dollars for a wide range of uses highly beneficial to the public. These include conversion of Federal property for commercial, residential, industrial and other private uses, as well as for significant public purposes that include: health, education, parks and recreation, historic monuments, wildlife conservation, and airports. Through this program, employment opportunities are enhanced and created, tax revenues are increased, and the quality of life is improved.

The disposal of real property is a complex process which requires full consideration of the socio-economic benefits to be derived by the public. It requires the full cooperation of Federal, state, and local governmental units, nonprofit institutions, and the general public, working together in partnership to achieve maximum program results.

This guide is designed to promote a better understanding of the Federal real property disposal process as administered by GSA. It explains (1) the steps involved in the disposal of real property; (2) the primary role and responsibility of GSA; (3) the secondary role and responsibility of other Federal agencies; and (4) how and under what conditions the public can participate in the program.

The guide is divided into four chapters and an appendix.

Chapter I—Introduction

Provides an overview of the philosophy behind the disposition of Federal real property; discusses GSA's legislative authority and mission and summarizes the real property transfer/disposal process.

Chapter II—Program Responsibilities

Defines GSA's legislative authority and its mission.

Chapter III—The Real Property Disposal Process

Explains the Federal real property utilization and disposal process which GSA administers. Examples of each of the primary methods of disposal are provided. The narrative is keyed to a flow-chart attached to the inside back cover. By examining the flowchart and reading the text, the reader will see how each step in the process fits with the others.

Chapter IV—Questions and Answers

Provides responses to frequently asked questions.

Appendix

Contains a listing of GSA's enabling legislation.

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I. Introduction

Chapter Overview

This chapter provides a conceptual view of the ever increasing value and importance of real property. A brief discussion of GSA's authority to act as the Federal Government's real property disposal agent is included, along with highlights of GSA's duties in the disposal process, and definitions of important terms used throughout the guide.

Purpose of this Guide

The transfer and disposal of Federal real property is an intricate process. Factors such as highest and best use of property, fair market value, competition among potential state and local governmental users, and economic development and environmental concerns must be evaluated to make decisions on current and future uses of one of our most scarce resources.

This guide has been prepared to help the reader understand the duties and responsibilities of GSA in this process, and the steps that must be taken to acquire Federal real property. As a reference document, it will help you understand the process GSA uses in disposing of SURPLUS real property by briefly explaining the laws, policies, and procedures associated with this activity. Some examples show how real property has been used in many communities for a wide range of purposes.

The purposes for which the public acquires and uses SURPLUS real property vary greatly from community to community. Each real estate transaction involves circumstances and conditions unique to the community involved, although it is also impacted by national policies, goals, and objectives. This publication is designed to highlight these significant areas of concern. It is also a starting point for the public in deciding whether to acquire SURPLUS real property from the Federal Government through GSA. The guide is intended to make this complex task easier, while expediting the real property disposal process. The guide is not a substitute for direct consultation and contact with GSA officials, but rather provides information on how to proceed in such matters.

Real Property—A Philosophical View

Reason for Transfer of Property to Other Uses

The Federal government is the single largest holder of real property in the United States. From time to time some of its holdings, sites, and facilities outlive their usefulness in carrying out the original missions for which they were used by the Federal Government. Rather than allowing this property to remain inactive, the Federal Government has adopted a policy of transferring it to other Federal agencies which have a use for it, or of disposing of it for local public or private use. GSA is charged with administering this very complex task.

Benefits Accrued by Property Transfers

Areas located in and near our great urban centers, once considered undesirable, are now commanding premium prices because of increased transportation costs and other energy-related reasons. Many facilities that have fully served the requirements of the Federal Government have been transferred to local communities, and have undergone comprehensive adaptive re-use. This conversion process has served in substantial ways to satisfy community social and economic needs, as well as individual needs.

With a growing and shifting population that tends to concentrate people in urban and suburban areas, the Federal Government has assumed a basic responsibility to insure that a full range of re-use alternatives are considered for SURPLUS real property. GSA is charged with bringing together the various Government agencies and private sector organizations needed in developing such alternatives. In this regard, GSA is mindful of the importance of its mission, since the way property is used and developed today has profound impact on generations to come.

Program Mission

In 1949, Congress adopted the recommendations of the Hoover Commission and created a single agency, the General Services Administration, to handle the Federal Government's business management affairs. In addition to other responsibilities given to GSA, the authority for real property utilization and disposal established under the provisions of the Federal Property Act provides the U.S. Government with an economical and efficient system of transferring real property among Federal agencies, or of disposing of such property for local public or private uses.

GSA Responsibilities

Consistent with its mission, GSA is responsible for the development of Government-wide real property policies, regulations, and procedures for the utilization and disposal of EXCESS and SURPLUS real property and for monitoring and reviewing their execution for maximum results.

GSA's Legislative Authority

GSA Authority over EXCESS and SURPLUS Properties

The Federal Property and Administrative Services Act of 1949, as amended, provides GSA with basic authority for the disposition of EXCESS and SURPLUS real property. Section 202 of the Act (40 U.S.C. 483) gives GSA the power to arrange the transfer of EXCESS real property from Federal agencies that no longer have a need for the property to Federal agencies which can justifiy its use. Section 203 of the Act (40 U.S.C. 484) gives GSA the power to determine property SURPLUS (property for which there is no Federal agency need) and to make it available for disposal to state and local governmental units and eligible nonprofit institutions, or to the general public.

Other GSA Authorities

In addition to the Federal Property Act, there are other important laws authorizing various disposal methods, as well as legislation, such as the National Environmental Policy Act of 1969 and the National Historic Preservation Act of 1966, which play a significant part in the disposal process.

The Federal Property Act and related legislation (more fully listed in the Appendix) defines how GSA can dispose of SURPLUS real property. The law gives the Administrator of GSA broad-ranging discretionary authority to determine the method and manner of disposal. Therefore, neither the transfer of property to Federal agencies nor its disposal for state or local purposes, or private use is automatic. However, GSA does not make decisions in a vacuum. Rather, within the limit of the laws, all expressions of interest received by GSA are given full and complete consideration.

Federal Land Ownership

"Acquired Lands"

"Public Lands"

Land owned by the Federal Government falls in two broad general categories. "Acquired lands," includes land acquired by the Government to carry out a specific agency mission such as the siting of a hospital, school, shipyard, fort, etc. "Public domain lands" includes land over which the Federal Government exercises dominion by virtue of its sovereignty, and most land in national parks and forests which is managed, protected, and held in trust for the use and benefit of the Nation as a whole.

GSA Not Responsible for Public Lands

GSA is generally responsible only for the disposal of "acquired lands." GSA does not dispose of public domain, national park, or national forest lands. These latter holdings represent the largest portion of all Federal land holdings, and approximately one-third of our Nation's total land mass. A significant number of the properties disposed of by GSA are those reported EXCESS by the Department of Defense as a result of property realignments or military base closures.

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Definitions

Presented below are definitions which will be important for understanding the concepts presented in the text:

1. *Acquired Land*—Real property acquired by the Federal Government to carry out a specific agency mission and held only so long as it is needed for use by the Government.

2. *Public Domain Land*—Real property to which the Federal Government obtained title by virtue of its sovereign capacity and which is managed and held in trust for the nation.

3. *Real Property*—Any disposable interest in land, buildings and fixtures owned by the Federal Government. It does not include national parks, national forests, or public domain land.

4. *Related Personal Property*—Any personal property which is (1) specially adapted to the functional or productive capacity of the real property and the removal of which personal property would significantly diminish the economic value of the real property or (2) determined by the Administrator of General Services to be related to the real property.

5. *Holding Agency*—The Federal agency which has custody and accountability of a particular property. This is the agency that reports unneeded property EXCESS to GSA for further Federal utilization or disposal. The holding agency in coordination with GSA is responsible for the physical protection and maintenance of the property as well as its management and use pending disposal.

6. *Disposal Agency*—General Services Administration or other executive agency designated by the Administrator of General Services to dispose of a particular property.

7. *Excess Property*—Any property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.

8. *Surplus Property*—Any EXCESS property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the Administrator of GSA.

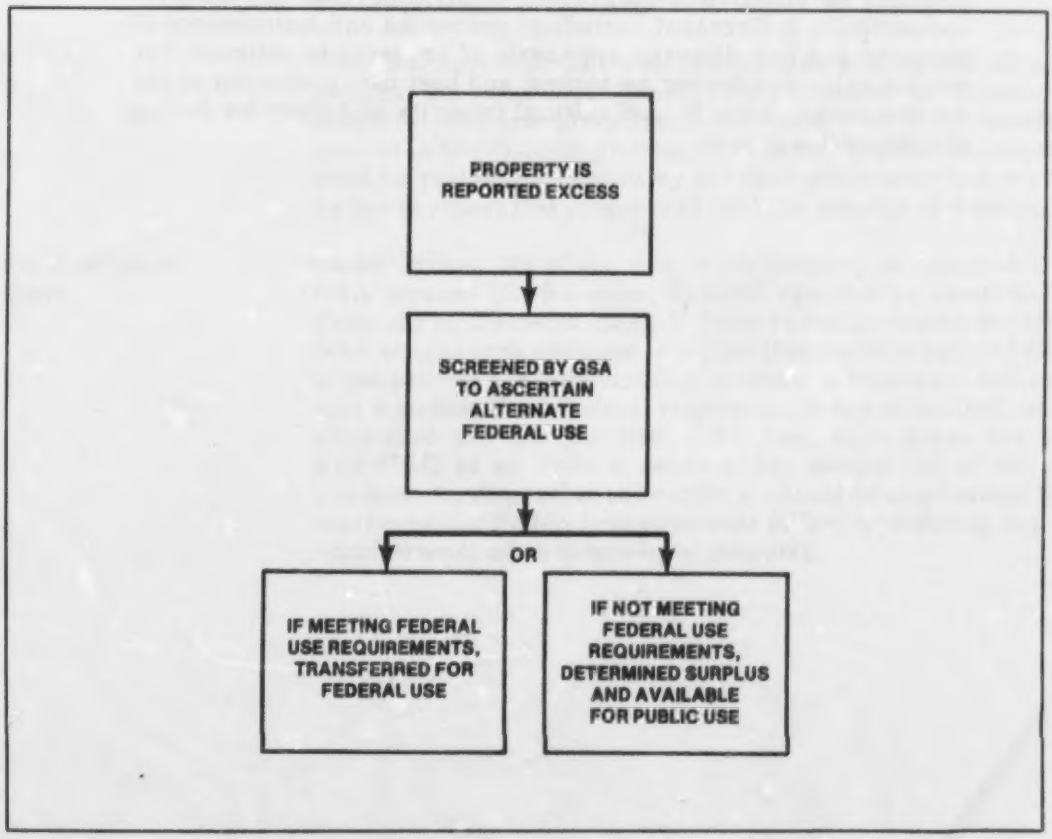
9. *Public Benefit Conveyance*—The conveyance of SURPLUS property to a public agency or eligible nonprofit institution by which the fair market value of the property may be discounted up to 100% in consideration of the recipient using the property for a particular publicly beneficial use specified by law for a fixed period of time.

10. *Sponsoring Agency*—A Federal agency participating in the SURPLUS real property disposal process which: (1) determines the eligibility of states, local governmental bodies, or certain health or educational nonprofit organizations to acquire SURPLUS real property for public benefit purposes, (2) approves the applicant's program of utilization for the property, (3) establishes the monetary discount for the property, and (4) monitors compliance by the grantee of the property with the use restrictions contained in the deed of conveyance.

11. *Negotiated Sale*—Disposal of SURPLUS property at not less than the fair market value through negotiations with a prospective purchaser. Conditions allowing such sales are limited by law to specific circumstances.

12. *Public Sale*—Disposal of SURPLUS property by competitive sealed bid, auction or broker sale.

13. *Fair Market Value*—The price at which a willing seller would sell and a willing buyer would buy, neither being under abnormal pressure, assuming a reasonable time is allowed to find a purchaser, and both seller and buyer are fully informed.


PROPERTY IS REPORTED EXCESS
SCREENED BY GSA TO ASCERTAIN ALTERNATE FEDERAL USE
OR
IF MEETING FEDERAL USE REQUIREMENTS, TRANSFERRED FOR FEDERAL USE
IF NOT MEETING FEDERAL USE REQUIREMENTS, DETERMINED SURPLUS AND AVAILABLE FOR PUBLIC USE

II. Program Responsibilities

Chapter Overview

This chapter expands upon the concepts introduced in chapter I. Additional insight is provided into the way GSA identifies unneeded Federal property and how it coordinates with local communities in planning for effective re-use. Implementation of other key GSA responsibilities is discussed, including: protection and maintenance of property pending disposal; appraisals of property to estimate fair market value and determine highest and best use; protection of the environmental, historic, and cultural integrity of properties during the disposition process.

Regulations and Policies

A Fourfold Mission

It is the mission of GSA's Federal Property Resources Service, among other responsibilities to effectate: the maximum utilization of real property by Federal agencies; the transfer among Federal agencies of EXCESS real property; the disposal of SURPLUS real property by sale, exchange, lease, permit, assignment, or transfer; and the care and handling of EXCESS and SURPLUS pending disposition. GSA endeavors to accomplish its mission in an economic, timely and efficient manner so as to achieve optimum public benefits at minimum costs.

GSA's Authority

Section 202 of the Federal Property Act gives GSA the authority to effect the transfer of property from one Federal agency which no longer needs it to another Federal agency which has a demonstrated need. When a specific real property is either not needed by any Federal agency or a transfer to a requesting agency is not adequately justified, GSA is empowered by section 203 of the Federal Property Act to dispose of the property as SURPLUS to the needs of the Federal Government. The section provides, in part, that:

> "the Administrator shall have supervision and direction over the disposition of surplus property . . . to such extent, at such time, in such areas, by such agencies, at such terms and conditions, and in such manner, as may be prescribed in or pursuant to this Act."

GSA is empowered by these two sections to establish all necessary policies and procedures to effect the transfer or disposal of real property. The law gives the Administrator of GSA broad-ranging powers in the disposal process. If Federal agencies no longer have a need for real property to carry out their programs, they are required by law to report this property to GSA for transfer or disposal.

Property Evaluation Procedures

Under section 202 of the Act, when property is reported EXCESS, GSA screens it with other Federal agencies to ascertain if other Federal requirements exist. If Federal requirements are identified, GSA weighs each proposal to insure that the alternative Federal use of the property is fully justified in terms of maximum utilization and cost benefits. If no Federal requirements are submitted, or if those submitted are not justified, GSA then determines the property SURPLUS to all Federal needs under section 203 of the Act, and available for disposal to the public. *It should be emphasized that GSA must consider Federal requirements before considering non-Federal requirements when disposing of property.*

Benefits to the Public Accruing from Sales of Property

The real property holdings of the U.S. Government represent a significant nationwide public investment. The disposal of any property no longer needed by Federal agencies is accomplished in such a way as to realize maximum socio-economic public benefits. However, in providing legislative policies and procedures to accomplish this goal, Congress has also provided for a monetary return to the Federal Government. The purpose of requiring this monetary compensation is to benefit the taxpaying public which contributed to the purchase of the property, as well as communities not endowed with surplus Federal real property.

Stipulations for Discount Sales or Donations

GSA cannot give property away or sell it at nominal prices without statutory authority and specific justification. The Federal Government by law must receive a specified public benefit to justify conveyance of property at a discounted price, or it must receive fair market value for the property. Where the law provides that property can be transferred to state or local governments or eligible institutions for specific purposes at discounts ranging up to 100% of fair market value, there are deed restrictions governing the use of the property. These restrictions ensure that the public receives the benefits from the use of the property which justified its conveyance at a discount or by donation. For example, for education and health uses, these restrictions apply for 30 years; for historic monuments, they apply in perpetuity. When GSA sells real property at fair market value there are generally no restrictions on use.

Disposition of Properties by Non-GSA Government Agencies

The Federal Property Act does not require that GSA dispose of real property for *all* Federal agencies. In those cases where the disposition of real property is an integral and ongoing function of an agency's programs, such as disposing of property through mortgage foreclosure for default under a Federal-guarantee loan program, GSA is not part of that disposition process.

The disposition of residential properties by the Department of Housing and Urban Development or the Veterans Administration, and the disposition of industrial or commercial properties by the Small Business Administration, are some examples of dispositions *not* affected by the enactment of the Federal Property Act. This means that those interested in acquiring specific real property should identify the Federal agency which is in charge of its disposition. It may or may not be GSA. (See Chapter IV, Questions Nos. 2 and 30.)

Supporting Services

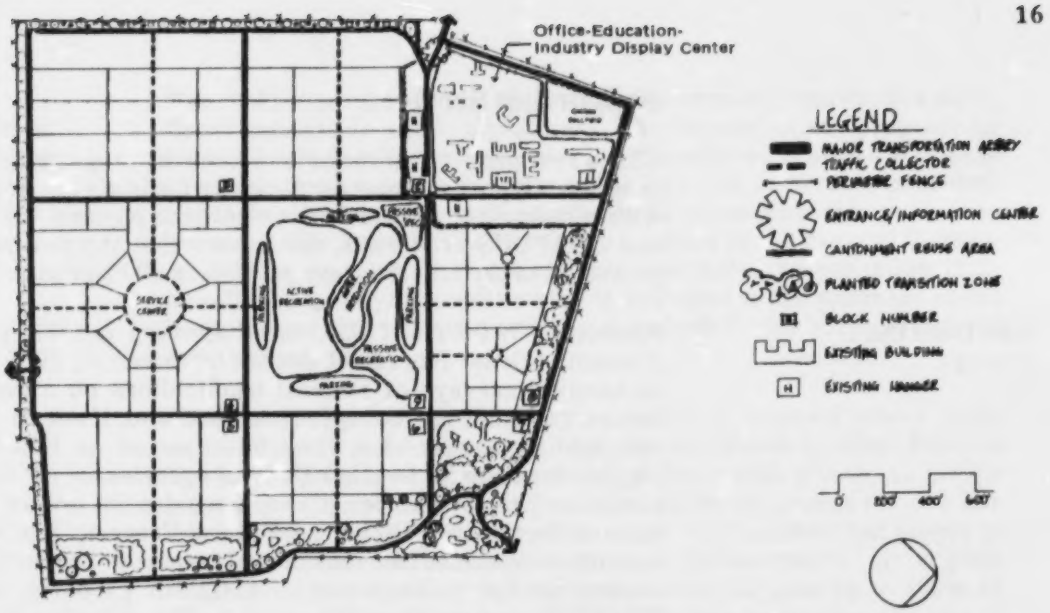
GSA's real property transfer and disposal program includes several program support services necessary to facilitate the program, comply with certain Executive orders, protect the physical value of EXCESS and SURPLUS properties, and ensure that the environment will be protected to the fullest extent possible in all disposal actions.

GSA Land Use Surveys

Executive Order No. 11954, dated January 7, 1977, as amended by Executive Order No. 12030, dated December 15, 1977, requires GSA to conduct surveys of Federal landholdings on a regular basis to ensure that they are being fully utilized and, if not, to recommend to the holding agency that they be reported as EXCESS property eligible for transfer to other Federal agencies, or for disposal to local public or private entities. These Presidential orders bring greater focus to section 202(b)(2) of the Federal Property Act, which requires executive agencies to continuously survey property under their control to determine which is EXCESS property, and to report EXCESS property promptly to GSA. The objective is to ensure that executive agencies hold no more real property than is necessary for the effective performance of their assigned mission or purpose. Since the inception of this program in 1970, thousands of acres of land worth millions of dollars have been reported to GSA and converted to better Federal and local uses.

Use of GSA Appraisal Report

Whenever GSA disposes of real property by negotiated or public sale, the law requires that the estimated fair market value be obtained. In addition to its own in-house market analyses, GSA obtains by contract on a competitive basis, the services of private independent appraisers. This *appraisal report* provides an economic basis for the disposal of property, but is only one of many factors GSA considers in determining the highest and best use of property, and in establishing a sales price. GSA's appraisal reports are not made available to the public during the sales process. When selling property, GSA does not tell prospective purchasers the value of the property or the price to offer. The appraisal report is made available to the public upon request only after sales are consummated, and after GSA has determined that its release will not otherwise compromise disposal activities.



Alternative Concept Plan for Ellyson Field, Pensacola, Fla., showing alternative land uses including industrial park design.

Meeting Environmental Standards

The National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. 4231 et. seq.) declares that the continuing policy of the Federal Government is to use all practicable means to prevent and eliminate damage to the environment and to stimulate human health and welfare. Consistent with NEPA, GSA has developed policies and procedures to ensure that necessary actions are taken to meet the requirements of applicable law, Executive orders, and regulations. All GSA real property utilization and disposal transactions are considered in the context of whether an Environmental Assessment or Environmental Impact Statement should be prepared. Such documents are used by GSA to explore disposal alternatives and to determine the extent to which those alternatives impact on the environment. They are tools which assist GSA in its decision-making, and where appropriate, they incorporate public comment and concern. All aspects of the environment are addressed, including the preservation of cultural and historic integrity. Environmental requirements are considered throughout the real property disposal process, beginning with the inception of a proposed action, and continuing through the development and disposal stages.

Interagency Cooperation in Property Disposal

As previously mentioned, an important source of GSA's real property disposal inventory is the Department of Defense (DOD). GSA is fully committed to becoming involved as early as possible in DOD base closure/realignment activities through its *property re-use planning activities.* These activities may help offset the economic hardships experienced by nearby communities as a result of military base closures. GSA is committed to cooperation with local communities, regional and state planning agencies, and other involved Federal agencies in joint planning endeavors based on local priorities and needs.

Purposes of Land Re-Use Planning

As the agency responsible for disposal, GSA becomes involved at the earliest possible stage in the re-use planning process for EXCESS and SURPLUS military installations. Implementation of a coordinated and well-planned disposal action at the earliest date provides the most effective method of assistance to an impacted community.

The main objectives of GSA's predisposition land re-use planning studies are to:

(1) develop a basis for disposing of EXCESS and SURPLUS real property for its highest and best use with maximum benefit to the local community;

(2) promote job opportunities and strengthen the area economy; and

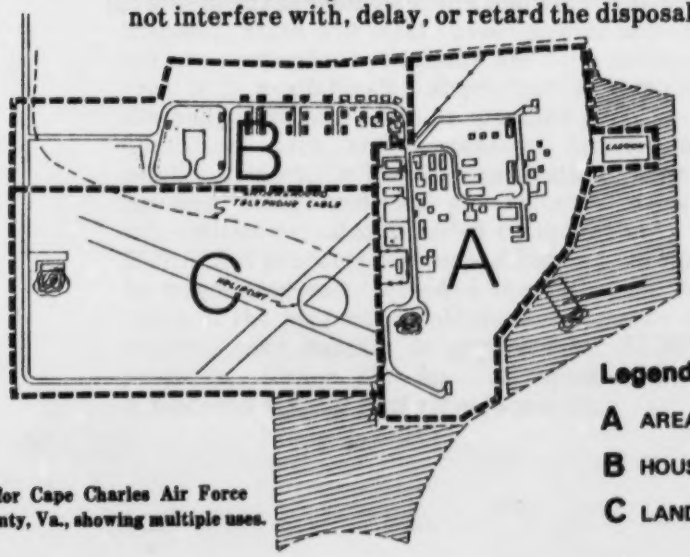
(3) enhance the environmental qualities and attractiveness of re-use while preserving natural, cultural, and historical values.

GSA Coordination with Local Agencies

In these endeavors, GSA works closely with elected and administrative officials of state and local governments, and regional, metropolitan, and local planning agencies, to develop plans which meet the needs and desires of local communities. GSA has but one objective, which is to make the best decision possible in the context of those most affected—the members of the local community.

Interim Leasing of Property

Responsibility for *the care and custody of EXCESS and SURPLUS real property pending its disposition* is normally vested in the Federal agency which has been using it. Within guidelines set forth in Federal Property Management Regulations, the holding agency and GSA endeavor to protect and maintain properties in a manner that ensures retention of property values and physical integrity to the maximum extent possible. The *leasing* of property on an interim basis by the holding agency is allowed, with GSA's approval, provided: (1) the lease is for a period not exceeding 1 year; (2) the lease is revocable on 30 days' notice or less; and (3) the use and occupancy will not interfere with, delay, or retard the disposal of the property.



Alternative Concept Plan for Cape Charles Air Force Station, Northhampton County, Va., showing multiple uses.

III. The Real Property Disposal Process

Chapter Overview

This chapter discusses the laws and procedures which GSA follows in the transfer of EXCESS real property between Federal agencies and the disposal of SURPLUS real property to state and local governments, eligible nonprofit organizations, and the general public. This process is shown in a flowchart on the fold-out of the inside back cover. By following the flowchart while reading the text, the reader will be able to see how each of the six sub-processes relates to the others.

The chapter begins with a discussion of the transfer of EXCESS property between Federal agencies. This section (steps 1 and 2) is provided as background information. The section on the disposal of SURPLUS real property (steps 3-6) provides the substance of the chapter for non-Federal public entities and individuals desiring to participate in GSA's real property disposal program. Illustrations show how each of the major disposal methods—public benefit conveyances, negotiated sales, and public sales—have contributed to economic and community development at the local level.

Process Summary

Steps 1-2

The flowchart presents the transfer/disposal process in six major steps. The first two steps represent the transfer of EXCESS property from one Federal agency to another. In this phase of property utilization, GSA is charged with making certain that Federal agencies have a justified need for the property which they are requesting.

Steps 3-6

If a Federal need does not develop or cannot be justified, GSA has the authority to determine the property SURPLUS and select the appropriate means of disposal. This phase is represented in steps 3 through 6. The three disposal avenues which GSA uses are shown in steps 5a, 5b, and 5c. GSA's Office of Real Property administers the Federal real property transfer/disposal programs under authority of the Federal Property Act.

Real property no longer needed by a Federal agency is reported to GSA as EXCESS property. GSA first notifies other land holding Federal agencies that such property is available. If GSA receives a properly justified request for further use of the property for Federal purposes, it is transferred to the requesting agency. If there are competing Federal interests in a property, GSA decides which agency will receive the property, based on the plan of utilization that in its judgment represents the highest and best use of the property. If two or more competing Federal interests are equally justified, the Office of Management and Budget makes the decision based on which use best implements the President's programs and policies.

If there is no further Federal requirement for a property, GSA determines it to be SURPLUS and available for disposal. State and local governmental units as well as certain nonprofit institutions are then notified by GSA that it is available for acquisition at a public benefit discount allowance for such specified purposes as health, education, park and recreation, historic monument, public airport, wildlife conservation, highway, and housing. States and local governmental units and their sub-entities are also afforded an opportunity to acquire SURPLUS property for unspecified and unrestricted use by negotiated sale, provided the estimated fair market value of the property is obtained. *No public body has a priority over another in applying for SURPLUS real property. Under the law, all applications must be considered equally on their own merits.*

There are sometimes competing state and local governmental interests for real property. GSA firmly believes that priorities of use are best determined on the local level, and asks the concerned parties to resolve their differences among themselves.

If conflicting interests in a property cannot be resolved at the local level, GSA then determines the ultimate recipient based on the relative merits of the proposed uses and overall public interests to be served by each. Each situation is considered to be unique. Decisions therefore can only be made on a case-by-case basis. Such decisions require the discretionary judgment of GSA. Real property not transferred for further Federal utilization or conveyed for public benefit purposes is generally offered for public sale by competitive bid.

Many institutions and individuals could become involved in this complex process. The chart below depicts the role the various participants may play at different points in the process.

ROLE OF PARTICIPANTS IN THE FEDERAL REAL PROPERTY DISPOSAL PROCESS

EXCESS	GSA	Other Federal Agencies	Local & State Governments	Nonprofit Institutions	General Public
1. Report of EXCESS/ Federal Screening	P	S	—	—	—
2. Transfer to Federal Agency	P	P	T	—	—
SURPLUS					
3. Determination of SURPLUS	P	S	—	—	—
4. Notification to Public Agencies	P	S	S	S	—
5a. Public Benefit Conveyance	P	P	P	P	—
5b. Negotiated Sales	P	S	P	—	—
5c. Public Sales	P	—	S	S	P
6. Award & Closing	P	P	P	P	P

P = Primary Role: takes actions, makes decisions concerning property
S = Secondary Role: receives information; considers options and actions
T = Tertiary Role: receives information; waits for further developments

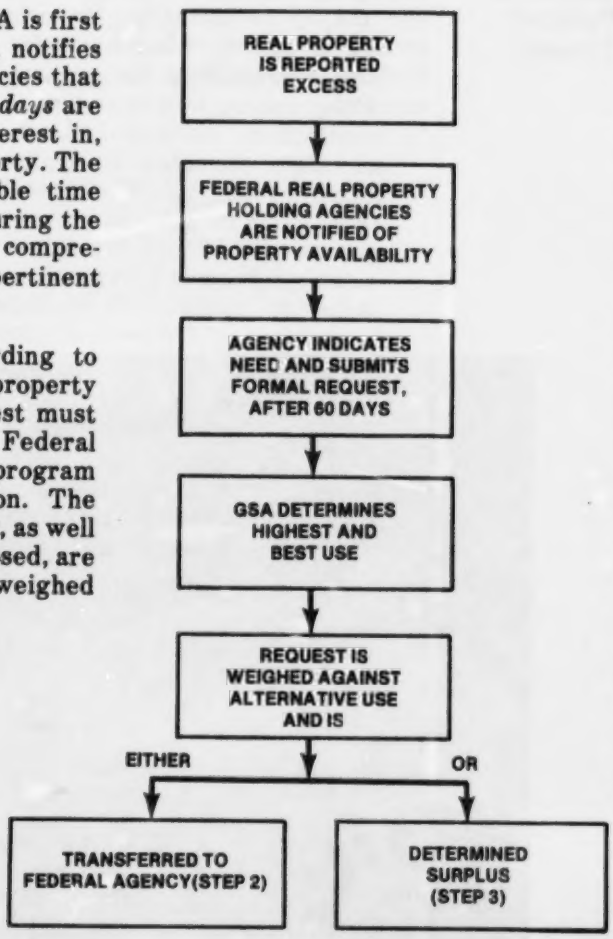
Step 1. Report of EXCESS and Federal Screening

In some ways, GSA is viewed as a matchmaker when the transfer of real property is needed. Simply put, a Federal agency tells GSA that it no longer has a need for a real property, GSA lets other Federal agencies know this and then reviews recommendations as to how the real property may serve the needs of interested agencies. This is presented in the first two steps of the flowchart, and discussed in the next few pages.

Procedure

Real property which is reported EXCESS to GSA is first made available to other Federal agencies. GSA notifies the heads of Federal real property holding agencies that the property is available for Federal use. *Thirty days* are allowed for Federal agencies to indicate an interest in, *and to specify their need for*, the available property. The requesting agency is then allowed a reasonable time (usually 60 days) to submit a formal request. During the usual on-site inspection the GSA staff makes a comprehensive evaluation of the property and gathers pertinent information concerning its highest and best use.

Federal agency requests are examined according to program requirements and duration of time the property is needed. Basically, the Federal transfer request must be fully justified in terms of the availability of Federal funds for its development, and must represent a program of use reflecting an approved agency mission. The capacity and other potential uses for the property, as well as its location and size in relation to the use proposed, are factors also considered. The request is then weighed against other alternative uses.


REAL PROPERTY IS REPORTED EXCESS
FEDERAL REAL PROPERTY HOLDING AGENCIES ARE NOTIFIED OF PROPERTY AVAILABILITY
AGENCY INDICATES NEED AND SUBMITS FORMAL REQUEST, AFTER 60 DAYS
GSA DETERMINES HIGHEST AND BEST USE
REQUEST IS WEIGHED AGAINST ALTERNATIVE USE AND IS
EITHER
OR
TRANSFERRED TO FEDERAL AGENCY(STEP 2)
DETERMINED SURPLUS (STEP 3)

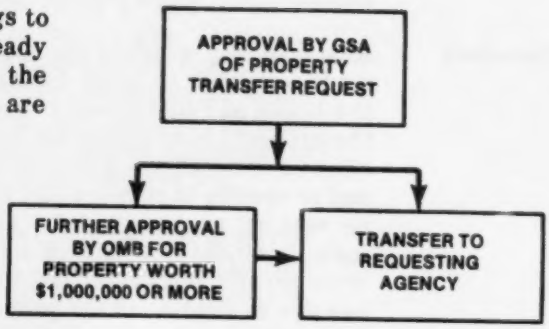
Step 2. Transfer to Federal Agency

Procedure

After property transfer requests that are economically feasible and sound from a real property utilization standpoint are approved by GSA, the property is transferred to the requesting agency (subject to the further approval of the Office of Management and Budget when the property has an estimated market value greater than $1,000,000).

Benefits to Public of Transfer

Real property transfers represent substantial savings to the taxpayers annually. By using properties already owned to satisfy mission needs, expenditures by the Federal Government to acquire new properties are avoided.


APPROVAL BY GSA OF PROPERTY TRANSFER REQUEST
FURTHER APPROVAL BY OMB FOR PROPERTY WORTH $1,000,000 OR MORE
TRANSFER TO REQUESTING AGENCY

Former NIKE site 78, Los Angeles County, Cal., transfer to National Park Service for the Channel Islands, Santa Monica Mountains National Recreation Area.

Step 3. Determination of SURPLUS

The first step of major interest to the public in the real property disposal process occurs when GSA determines that EXCESS property is no longer needed by any holding agency of the Federal Government and determines it SURPLUS and available for disposal for local public or private use. On an annual basis, the majority of all properties reported to GSA are determined to be SURPLUS. The process for SURPLUS disposal is shown in steps 3 through 6 on the foldout chart.

The succeeding material on disposal of SURPLUS real property will cover key considerations for governmental jurisdictions (state and local), nonprofit institutions, and the private sector, which are potential applicants and/or purchasers of Federal SURPLUS real property. Eligibility, disposal procedures, use restrictions/compliance, and specific examples of SURPLUS property disposals which are currently serving community socio-economic needs will be discussed. Illustrations, as well as the range of eligible property re-uses, will be highlighted for each of the major SURPLUS property disposal methods.

GSA Responsibility to the Federal Government

It is important to note that GSA must protect the interest of the Federal Government until disposal action has been completed by requiring compliance with all applicable Federal laws and regulations. By law, GSA must ensure that the Federal Government receives adequate compensation in cash or in specific public benefit from the recipient of SURPLUS real property. Accordingly, these two points should be kept in mind while reading the following pages:

1. *GSA is not required to dispose of properties by conveyance to public body applicants or otherwise dispose of SURPLUS real property where the uses proposed are inconsistent with its findings as to the public benefits to be derived; and*

2. *If a legitimate Federal need develops at any time while the property is SURPLUS, the property may be withdrawn from this status and considered for further Federal utilization.*

Step 4. Notification to Public Agencies

GSA publicizes widely all SURPLUS real properties which become available for disposal.

Contents of Notification

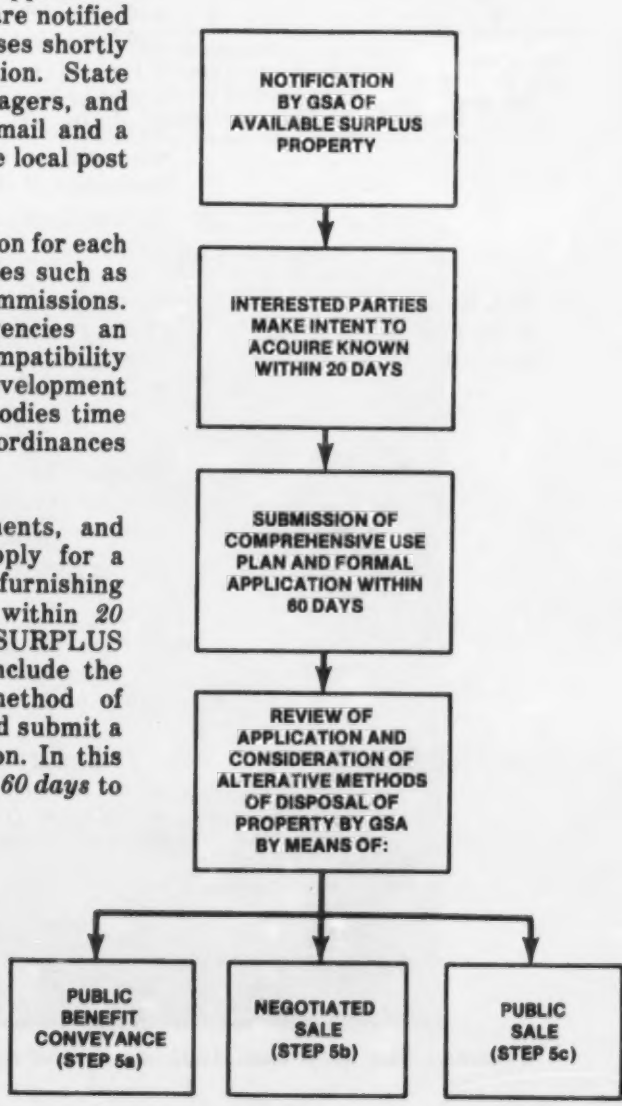
SURPLUS Federal real property is first made available for acquisition by public bodies such as state and local governments and certain nonprofit institutions through public benefit conveyances or negotiated sales. After SURPLUS determination, Federal sponsoring agencies and state and local governments are notified that a SURPLUS property within their jurisdiction is available for disposal. Included with this notification is a full description of the property, how it can be acquired, who to contact, time allowed, and necessary guidelines to be followed by agencies planning to submit an application for acquisition. Sponsoring Federal agencies are notified that property is available for public benefit uses shortly before public bodies receive this notification. State governors, county boards, mayors, city managers, and other key officials are notified by certified mail and a copy of the notice is prominently posted at the local post office.

Designated Recipients of Notification

Copies of the Notice of SURPLUS Determination for each property are also sent to other public agencies such as state, regional, and metropolitan planning commissions. This notification affords the planning agencies an opportunity to plan for, or comment on, the compatibility of use or re-use of the property with their development plans and allows appropriate governmental bodies time to re-zone the property to conform to zoning ordinances and master plans.

Stipulations

If any public agency (state, local governments, and certain nonprofit institutions) intends to apply for a SURPLUS property, the GSA regional office furnishing the notice must be so advised in writing within *20 days* from the date of the Notice of SURPLUS Determination. The advice to GSA should include the nature of the interest, intended use, method of acquisition, and the time needed to develop and submit a comprehensive use plan and formal application. In this regard, GSA usually allows public bodies up to *60 days* to complete and submit their applications.


NOTIFICATION BY GSA OF AVAILABLE SURPLUS PROPERTY
INTERESTED PARTIES MAKE INTENT TO ACQUIRE KNOWN WITHIN 20 DAYS
SUBMISSION OF COMPREHENSIVE USE PLAN AND FORMAL APPLICATION WITHIN 60 DAYS
REVIEW OF APPLICATION AND CONSIDERATION OF ALTERATIVE METHODS OF DISPOSAL OF PROPERTY BY GSA BY MEANS OF:
PUBLIC BENEFIT CONVEYANCE (STEP 5a)
NEGOTIATED SALE (STEP 5b)
PUBLIC SALE (STEP 5c)

GSA Property Disposal Evaluation

GSA reviews all applications received and considers alternative methods for disposal of SURPLUS real property. In addition to the possibilities of public benefit discount conveyances and negotiated sales to qualified local public applicants, GSA also gives equal consideration to benefits which may be derived from a public competitive sale.

Important to both the public and private sectors is the awareness of the full range of alternative re-uses for Federal SURPLUS real property. With this understanding, public and private officials can consider how Federal SURPLUS real property can best be used for sound local and area-wide economic and community development. Real properties disposed of by GSA can serve a wide range of public and private purposes including housing, industrial/commercial sites, historic monuments, parks and recreation, airports, wildlife refuges, health facilities, education buildings, and highways.

The following discussion provides specific guidance on how to apply for SURPLUS real property.

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Step 5a. Public Benefit Conveyances

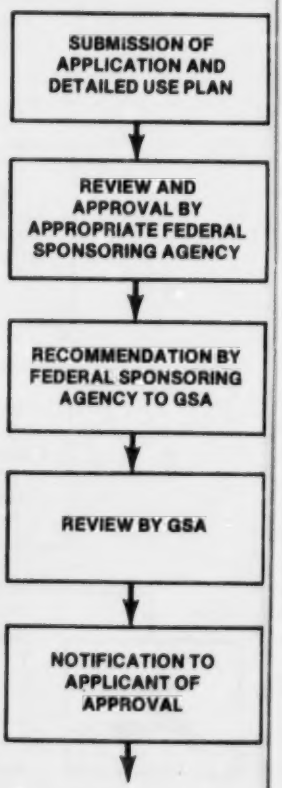
Under existing Federal law, states and local governmental bodies and certain nonprofit institutions may acquire SURPLUS real property at a discount of up to 100 percent for various types of public uses as shown in the table below.

TYPES OF PUBLIC USE

Authorized Use	Discount Provision
Education	Up to 100% Public Benefit Allowance
Health	Up to 100% Public Benefit Allowance
Park and Recreation	Up to 100% Public Benefit Allowance
Historic Monument	No monetary consideration
Public Airport	No monetary consideration
Highway	No monetary consideration
Wildlife Conservation	No monetary consideration
Housing	Fair value for use as low and moderate income housing.

Procedure

An application, with a detailed use plan, is required for a public benefit conveyance. The eligible public body submits this application to the appropriate Federal sponsoring agency for its review and approval. The use plan shows how the property will be used and why it is needed for a specific local public purpose, e.g., a school site, medical facility, historic monument, recreation or park area. Environmental impact of the proposed use may be assessed by the Federal sponsoring agency and/or GSA. If the application is approved, the Federal sponsoring agency recommends to GSA that the property be disposed of for the particular use of the applicant. If the recommendation is approved, GSA may assign the property to the sponsoring agency for conveyance to the applicant, or may itself convey the property as recommended by the sponsoring agency.


SUBMISSION OF APPLICATION AND DETAILED USE PLAN
REVIEW AND APPROVAL BY APPROPRIATE FEDERAL SPONSORING AGENCY
RECOMMENDATION BY FEDERAL SPONSORING AGENCY TO GSA
REVIEW BY GSA
NOTIFICATION TO APPLICANT OF APPROVAL

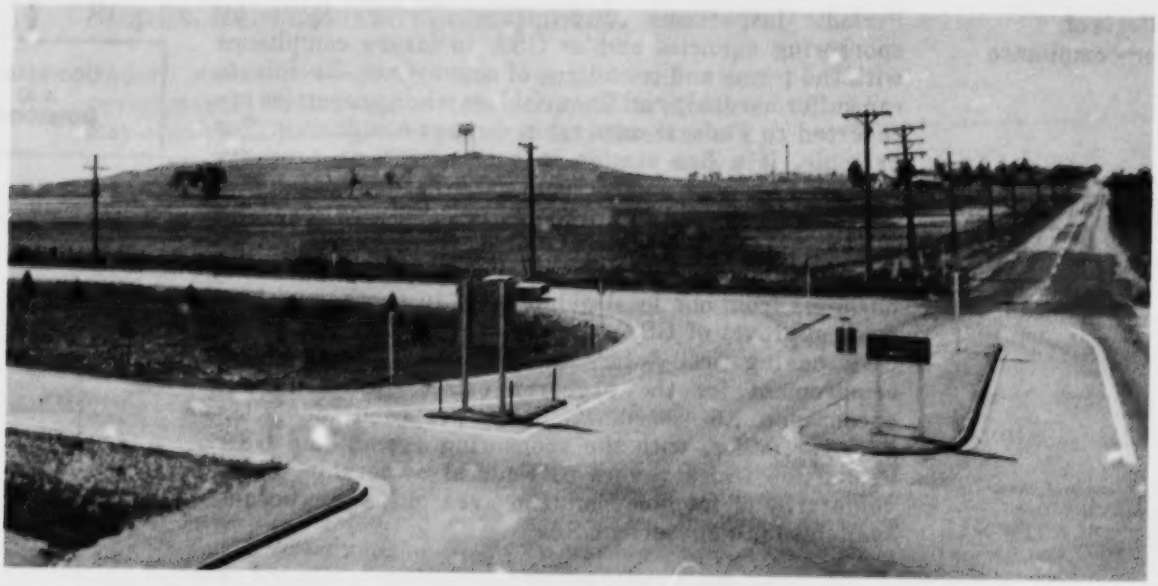
Stipulations

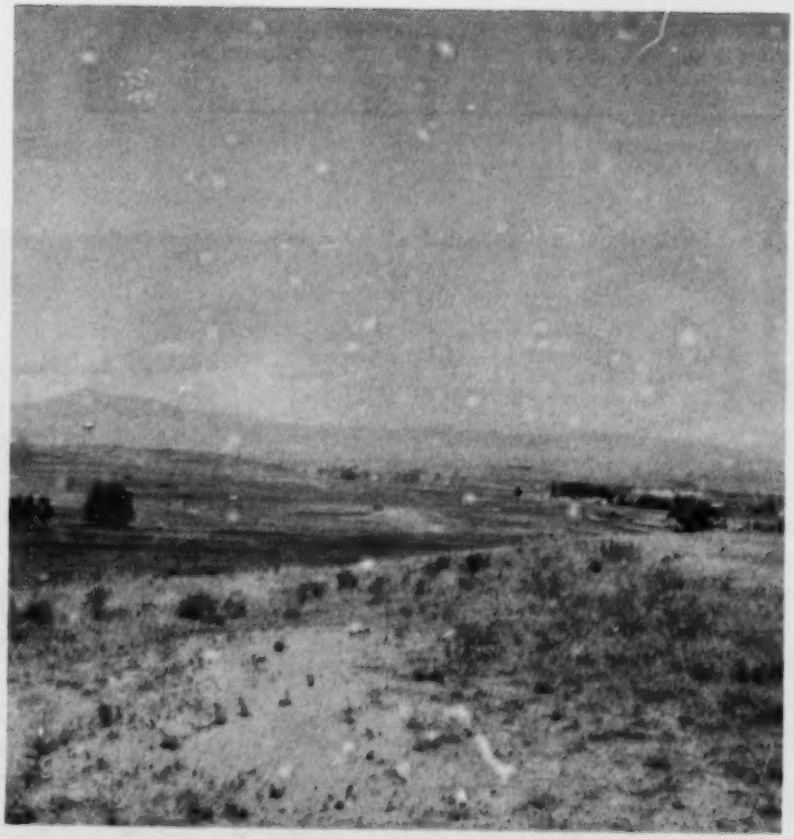
Most public benefit conveyances are made without cost to the applicant. The Federal Government reserves rights in oil, gas, and other minerals. Specific restrictons are placed on the use of each property. Prospective applicants are cautioned that deviations from these use restrictions could cause the property to revert to Federal ownership.

Effects of Non-compliance

Periodic inspections of property use are made by sponsoring agencies and/or GSA to insure compliance with the terms and conditions of conveyance. Recipients can suffer hardship and financial loss when properties are reverted to Federal ownership for non-compliance. For example, if a fire station is constructed on property conveyed for park and recreational use, the grantee is in non-compliance and the property is subject to reversion to the Federal Government. Also, there can be no re-transfer of property conveyed for public benefit discount purposes from one local public body to another without prior approval of GSA and the sponsoring agency, and GSA having first determined that no Federal agency requirement for the property exists. Recipients are encouraged to coordinate any proposed deviation, however minor, with the sponsoring agency and GSA. Properties which revert to Federal ownership, either voluntarily or for non-compliance reasons, again become available for disposal by GSA.

Former unimproved portion of Denver Federal Center public benefit conveyance to local government for construction of mental health center.





Federal correctional institution, Englewood, Col., property before development into athletic complex, golf course, and school.

HEALTH AND EDUCATION

Authority

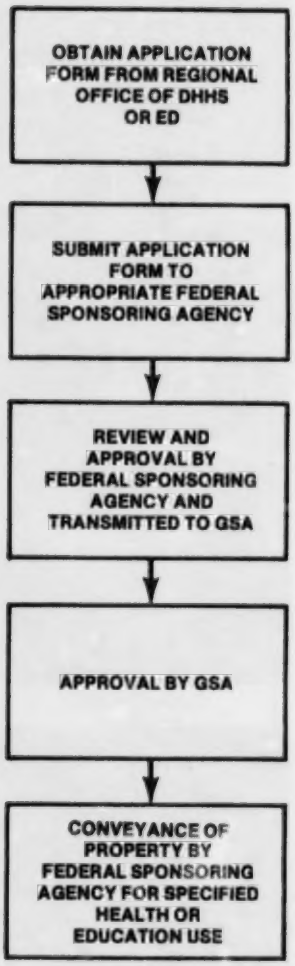
Under section 203(k)(1) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(1)), the Administrator of General Services may, in his discretion, assign properties determined (1) by the Secretary of Health and Human Services to be suitable and desirable for use in promotion of the public health, including research; or (2) by the Secretary of Education to be suitable and desirable for school, classroom, or other educational purposes, for conveyance by the appropriate Department Secretary *to states, local political subdivisions, or eligible nonprofit institutions.*

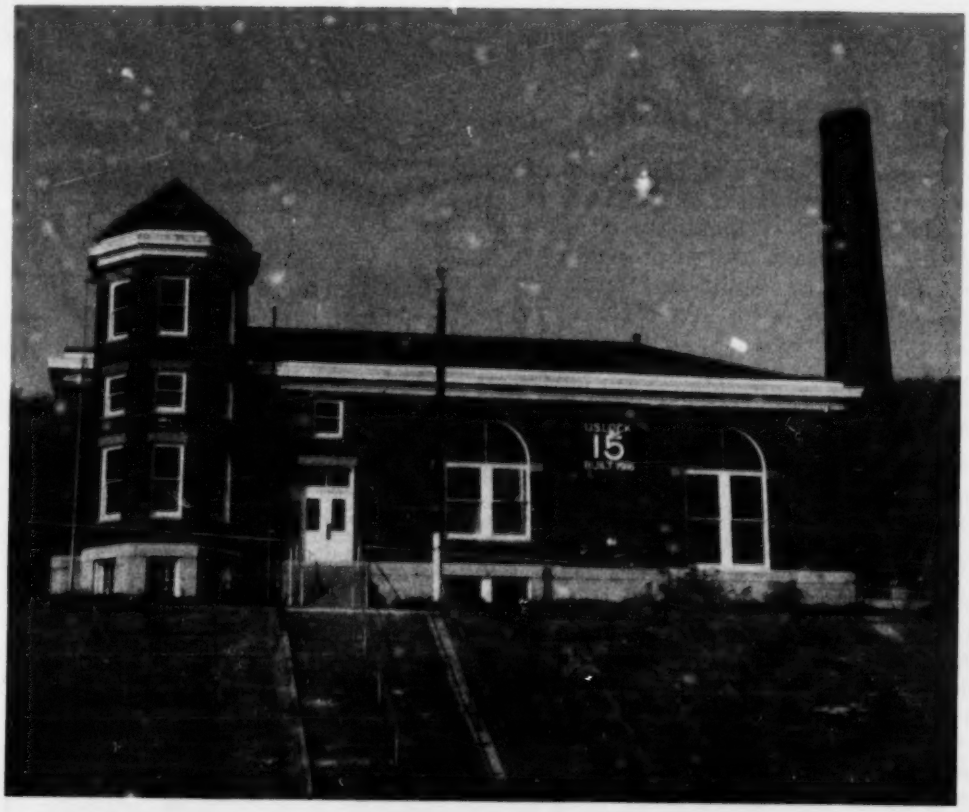
Procedure

Application forms for the transfer of property for health or educational use and technical assistance in completing the forms may be obtained from the Regional Representative, Department of Health and Human Services or the Department of Education, respectively, serving the area in which the property is situated. The completed application is submitted to the appropriate Federal sponsoring agency. When the application has been reviewed and approved, the sponsoring agency requests GSA to assign the property for the specified health or educational use, and recommends the monetary discount applicable to the proposed use. If GSA approves the request, the property is assigned to the sponsoring agency which then prepares and delivers the deed for the property to the local recipient.

Stipulations and Compliance

Property conveyed under this program must be used for the approved health or education use for a period of at least 30 years. Property which ceases to be used for the purpose conveyed reverts to the Federal Government.


OBTAIN APPLICATION FORM FROM REGIONAL OFFICE OF DHHS OR ED
SUBMIT APPLICATION FORM TO APPROPRIATE FEDERAL SPONSORING AGENCY
REVIEW AND APPROVAL BY FEDERAL SPONSORING AGENCY AND TRANSMITTED TO GSA
APPROVAL BY GSA
CONVEYANCE OF PROPERTY BY FEDERAL SPONSORING AGENCY FOR SPECIFIED HEALTH OR EDUCATION USE



Lock & Dam #15, Monroe County, Ohio, portion of land conveyed to State of Ohio for parks and recreational use and sealed bid sale on houses.

PARK AND RECREATION

Authority

Under section 203(k)(2) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(2)), surplus real property can be conveyed *to states and local governmental agencies* for use as a public park or recreational area. Such conveyances are made by the Secretary of the Interior who also determines the eligibility of the grantee and the adequacy of the proposed program use. At the discretion of the Administrator of General Services, a property so requested may be assigned to the Secretary of the Interior for conveyance for this purpose.

Procedure

An application is prepared by the local public entity and submitted to the National Park Service (NPS) of the Department of the Interior. NPS has regional offices where applications and technical assistance in preparing the forms requesting property transfer are available.

Following a determination that the applicant's proposed plan of use will accomplish a suitable public objective, NPS will request the particular property from GSA. With GSA approval of the request, the property will be assigned to NPS for conveyance to the applicant.

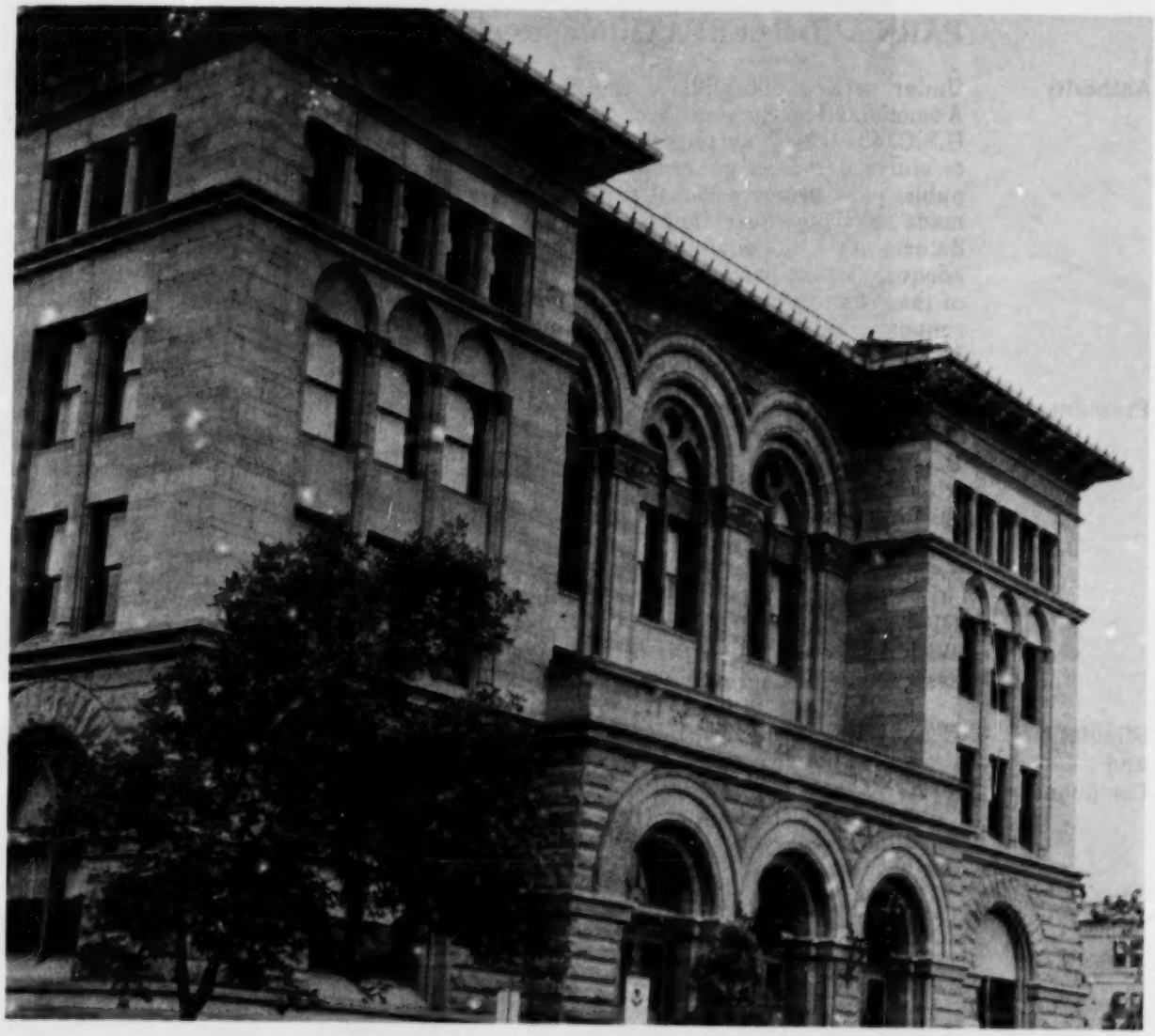
Stipulations and Compliance

Conveyance is conditioned upon use of the property for the stated public purpose in perpetuity.

Cessation of use as a public park or recreation area will result in the reversion of the property to the Federal Government.

APPLICATION SUBMITTED TO NPS REGIONAL OFFICE
REVIEW BY NPS
APPROVAL BY GSA
CONVEYANCE BY NPS TO APPLICANT FOR USE AS PUBLIC PARK OR RECREATIONAL AREA

Former Denver Federal Center public benefit conveyance to local government for park and recreation.



Former Federal office building, Post Office and courthouse, Helena, Mont., conveyed to local government with restrictive covenants for offices, listed on National Register of Historic Places.

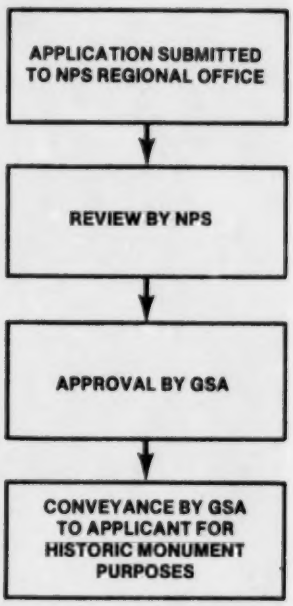
HISTORIC MONUMENT

Authority

Under section 203(k)(3) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(3)), state and local governmental agencies may obtain at no cost SURPLUS real property which is determined suitable or desirable for historic monument purposes by the Secretary of the Interior.

Procedure

Applications for conveyance of real property as an historic monument and technical assistance in completing the forms can be obtained from the appropriate NPS regional office of the Department of the Interior. Applications are submitted to NPS for review and comment prior to consideration by GSA. The application is designed to provide information concerning the proposed use of the property, the measures which will be taken to restore and preserve it, and how the applicant plans to finance the restoration and preservation efforts. In this connection, under limited conditions the law allows the property to be used for revenue producing purposes to assist in the restoration and preservation of the property. Upon receiving the recommendations of NPS, GSA may, in its discretion, convey the property to the applicant.


APPLICATION SUBMITTED TO NPS REGIONAL OFFICE
REVIEW BY NPS
APPROVAL BY GSA
CONVEYANCE BY GSA TO APPLICANT FOR HISTORIC MONUMENT PURPOSES

Stipulations and Compliance

The deed of conveyance will provide that the property must always be used and maintained as an historic monument. Property which ceases to be used for the purpose conveyed reverts to the Federal Government. Other restrictions, conditions and reservations may be required by NPS and GSA to safeguard the interest of the Federal Government.

Former Webb Air Force Base, Big Spring, Tex., multi-use conveyance to local government for public airport, parks and recreation, health, education and housing.

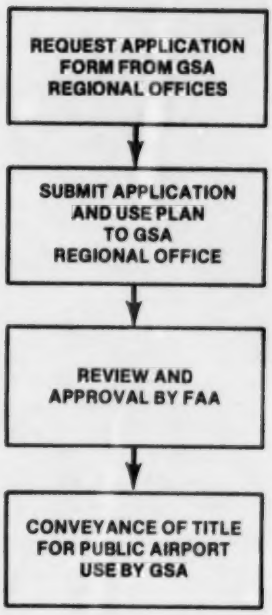
PUBLIC AIRPORT

Eligibility

Under section 13(g) of the Surplus Property Act of 1944 (51 U.S.C. App. 1622(g)), which is continued in effect by section 602(a) of the Federal Property and Administrative Services Act of 1949 and amended by Public Law 311, 81st Congress (50 U.S.C. App. 1622(c)), SURPLUS real property may be conveyed to state and local governments at no cost for use as a public airport. The

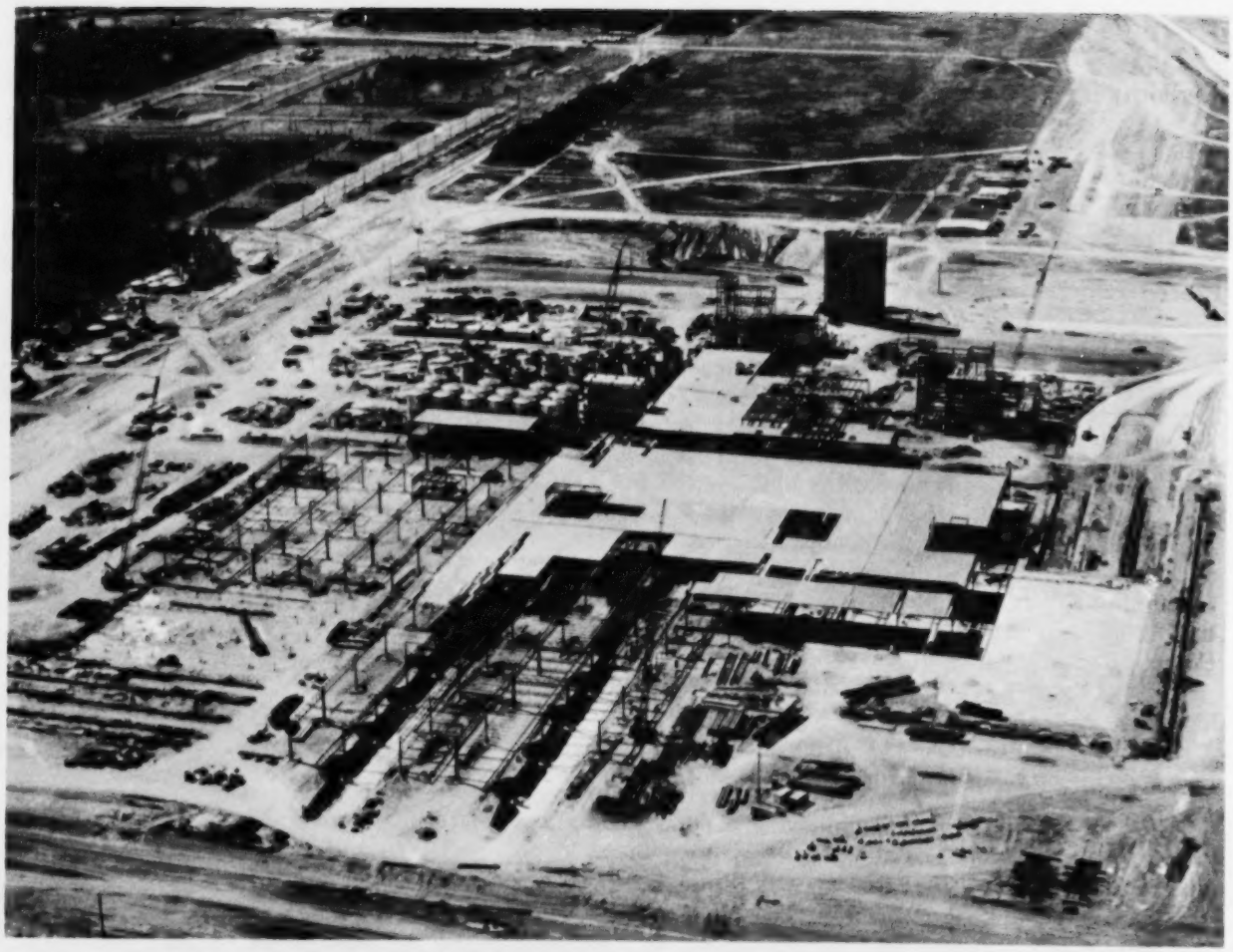
Procedure

application forms needed to request SURPLUS property for public airport use are available from the GSA regional offices. The eligible public agency prepares and submits the application with use plan to the appropriate GSA regional office. At GSA's request, the Federal Aviation Administration (FAA) reviews the application to determine if the property is suitable, essential, or desirable for the proposed airport use. GSA conveys title after FAA certifies that use of the property as a public airport is appropriate.


REQUEST APPLICATION FORM FROM GSA REGIONAL OFFICES
SUBMIT APPLICATION AND USE PLAN TO GSA REGIONAL OFFICE
REVIEW AND APPROVAL BY FAA
CONVEYANCE OF TITLE FOR PUBLIC AIRPORT USE BY GSA

Stipulations and Compliance

Once conveyed, ownership must remain vested in the public agency and the property must be utilized for public airport operations. Approval may be given to use certain portions of the property for non-aviation revenue producing activities in support of the overall public airport operation. Property which ceases to be used in accord with the specific conditions under which it was conveyed reverts to the Federal Government. The FAA has responsibility for assuring compliance with the terms and conditions of conveyance by all recipients of SURPLUS airport property.



Former Naval Air Station, Albany, Ga., negotiated sale to local government for controlled development to private industry for multiple uses.

Former Post Office, New Ulm, Minn., negotiated sale to local government for public purposes, listed on National Register of Historic Places.

PUBLIC HIGHWAYS

Eligibility

Under the provisions of 23 U.S.C. 107 and 317 and 40 U.S.C. 345(c), respectively, state and local governments may apply to obtain Federal EXCESS and SURPLUS real property for federally aided highway purposes and for widening public highways, streets or alleys.

Procedure

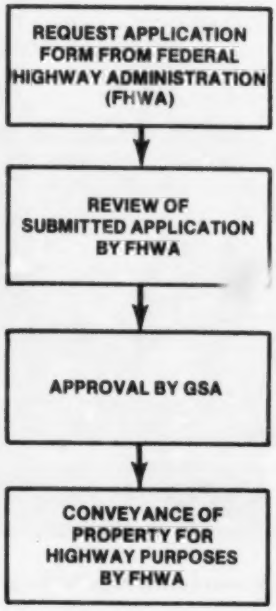
Application forms to obtain real property for use as a national defense highway or a federally funded highway project may be obtained from the Federal Highway Administration (FHWA), Department of Transportation. Applications are submitted to the appropriate FHWA regional office for review and approval. GSA receives and reviews approved requests for assignment of a real property from FHWA. If GSA approves, the property is assigned to FHWA which makes the conveyance for highway purposes.

Special Requests

State and local governments may request the appropriate GSA regional office to make EXCESS or SURPLUS property available for the widening of public highways, streets, or alleys. Complete information concerning the approved widening project must be submitted in support of the request.

Stipulations and Compliance

Property conveyed under the above authorities must be used for the intended highway purposes in perpetuity. Failure to do so will result in the property being reverted to the Government.


REQUEST APPLICATION FORM FROM FEDERAL HIGHWAY ADMINISTRATION (FHWA)
REVIEW OF SUBMITTED APPLICATION BY FHWA
APPROVAL BY GSA
CONVEYANCE OF PROPERTY FOR HIGHWAY PURPOSES BY FHWA

Former Lock & Dam, Newburg, Ind., public benefit conveyance to local government for parks and wildlife.

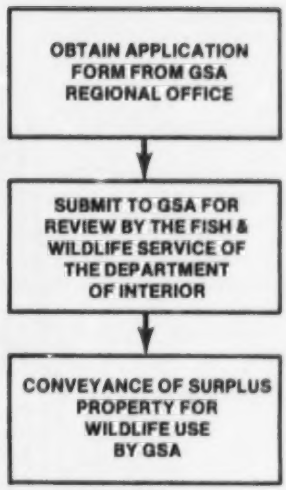
Public benefit conveyance—fish hatchery, Lumar, Pa.

WILDLIFE CONSERVATION

Eligibility

Under Public Law 537, 80th Congress, as amended (16 U.S.C. 667b-d), state government conservation agencies having responsibility for wildlife resources may submit applications to GSA for the conveyance of SURPLUS real properties which are determined valuable and suitable for wildlife conservation purposes, such as refuge land, game management, nurseries and game farms, and research areas. Application forms can be obtained from GSA's regional offices. The Fish and Wildlife Service of the Department of the Interior reviews the state's application on GSA's request and issues a report with recommendation and comment as to the suitability of the requested land for a state wildlife program activity. The conveyance of a SURPLUS property for wildlife use is made by GSA.

Procedure


OBTAIN APPLICATION FORM FROM GSA REGIONAL OFFICE
SUBMIT TO GSA FOR REVIEW BY THE FISH & WILDLIFE SERVICE OF THE DEPARTMENT OF INTERIOR
CONVEYANCE OF SURPLUS PROPERTY FOR WILDLIFE USE BY GSA

Stipulations and Compliance

In the event that the state-operated wildlife conservation activity is terminated or is altered without GSA approval, the property will revert to the Federal Government. GSA is responsible for ensuring the required level of deed compliance by the recipient.

**Former Federal Building,
San Francisco, Cal.,
conveyance to local government
for student housing.**

HOUSING

Eligibility

Under section 414 of the Housing and Urban Development Act of 1969, as amended (40 U.S.C. 484b), state and local public bodies and qualified non-public entities may apply to the Department of Housing and Urban Development (DHUD) for the purchase or lease of Federal SURPLUS real property, for use in providing housing to families or individuals of low or moderate income. This sale or lease authority also applies to related public facilities and commercial and industrial facilities judged appropriate for inclusion by the Secretary of DHUD. The sale or lease must be based upon the property's estimated fair value for low or moderate income housing use.

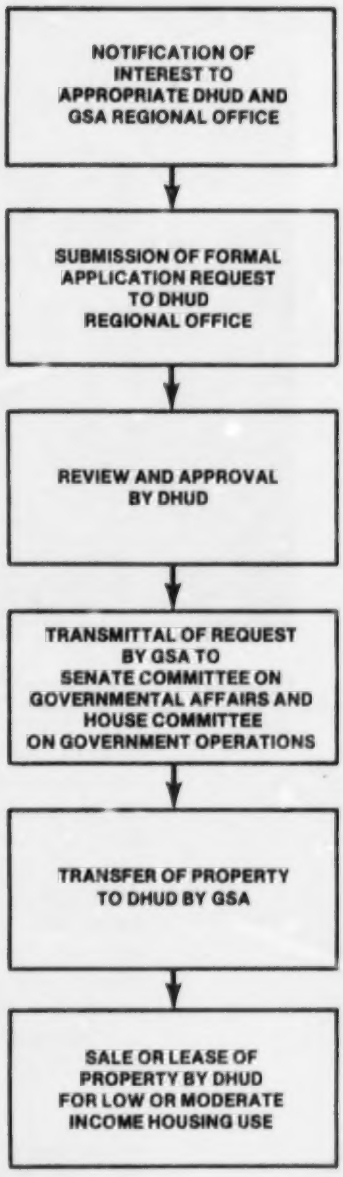
Procedure

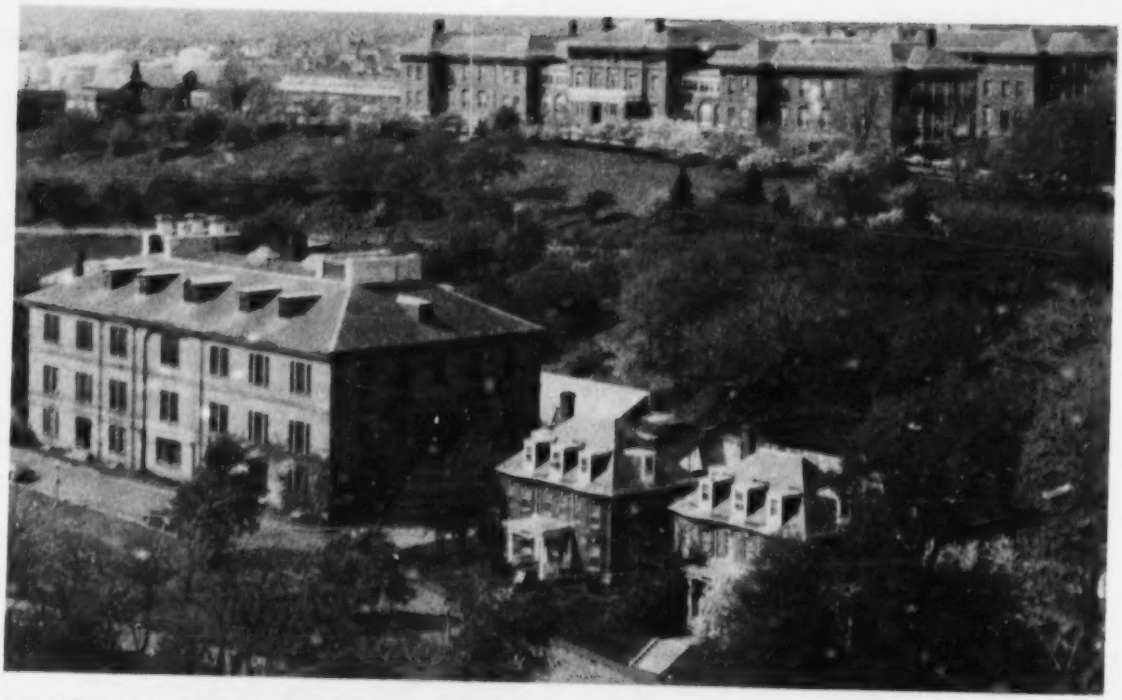
Interested applicants should contact the appropriate DHUD and GSA regional offices to indicate an interest in the use of SURPLUS property for housing purposes and to obtain the necessary information for filing a specific program application. The applicant submits a formal request for property for low or moderate income housing purposes to the DHUD regional office for review and approval. DHUD formally requests GSA to transfer the SURPLUS property to DHUD for its sale or lease to the applicant at a price determined by DHUD. GSA reviews the request and, if it is approved, submits a statement explaining the proposed transaction for review by the Senate Committee on Governmental Affairs and the House of Representatives Committee on Government Operations. When the Congressional committee reviews have been completed, GSA transfers the property to DHUD, which then accomplishes the sale or lease to the applicant.

Stipulations and Compliance

Properties sold or leased under this authority will be subject to various requirements depending on the public or non-public status of the recipient and the specific terms of the housing program involved. DHUD regional and area offices monitor compliance with all use requirements. If a restriction is included requiring housing or related uses for a specific duration, cessation of use during that period may result in reversion of the property to the Government or termination of the lease.

Note: Public Law 96-399 vested concurrent authority in the Secretary of Agriculture for disposals under section 414. The above procedures would also be generally applicable to the Department of Agriculture.


NOTIFICATION OF INTEREST TO APPROPRIATE DHUD AND GSA REGIONAL OFFICE
SUBMISSION OF FORMAL APPLICATION REQUEST TO DHUD REGIONAL OFFICE
REVIEW AND APPROVAL BY DHUD
TRANSMITTAL OF REQUEST BY GSA TO SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS AND HOUSE COMMITTEE ON GOVERNMENT OPERATIONS
TRANSFER OF PROPERTY TO DHUD BY GSA
SALE OR LEASE OF PROPERTY BY DHUD FOR LOW OR MODERATE INCOME HOUSING USE



Former Boston Naval Hospital, Chelsea, Mass., negotiated sale to local government for multiple uses including housing, listed on National Register of Historic Places.

Former Haines Dry Cargo Dock, Haines, Alas., conveyed to local government through negotiated sale for industrial purposes.

Step 5b. Negotiated Sales

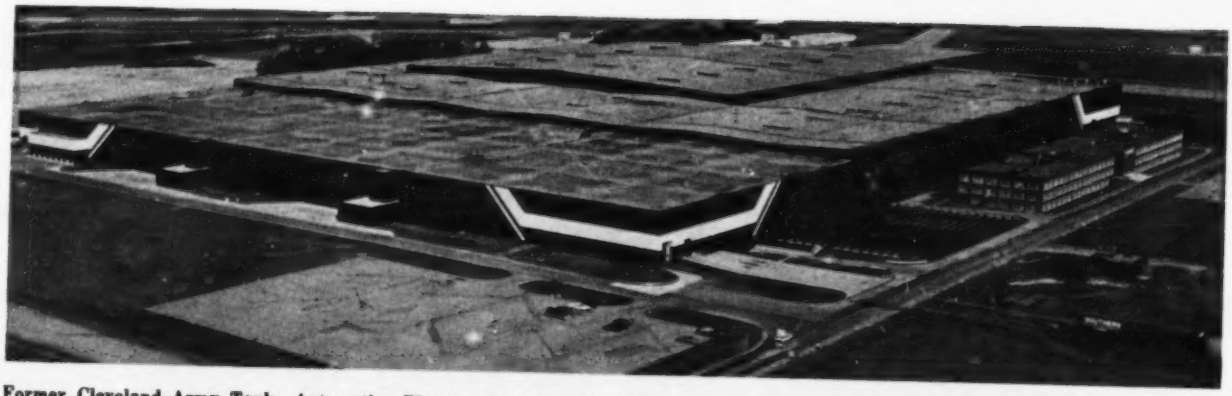
Eligibility

SURPLUS real property may be sold to *state and local governments* through negotiations pursuant to section 203(e)(3)(H) of the Federal Property and Adminsitrative Services Act of 1949 (40 U.S.C. 484(e)(3)(H)) if it is deemed to be in the best interest of the Federal Government considering all other possible methods of disposal. A major characteristic of a negotiated sale is that it affords interested state and local governments the opportunity to acquire SURPLUS real property at not less than its fair market value before it is offered to the general public by competitive sale. By law, such sales must be entered into on the basis of the estimated fair market value of the property subject to the Federal Government obtaining such competition as is feasible under the circumstances and other satisfactory terms of disposal by negotiation.

Stipulation

Negotiated sales to state and local governments are made in situations in which the recipient intends to acquire and utilize the property for a direct public purpose or for controlled community development by the recipient itself. Therefore, the state or local government should indicate the public purpose for which the property will be purchased. GSA will not negotiate the sale of SURPLUS property where the purpose of the acquisition by the recipient is simply for resale. However, under certain conditions, GSA may negotiate a sale of a property for resale by the state or local governmental purchaser when the resale can clearly be shown to confer a specific local public benefit which would be consistent with Federal objectives. Where such a sale is approved, GSA requires that an *excess profits clause* be included in the sales agreement requiring the purchaser to remit to the Federal Government "excess profits" from the resale over and above the price paid to the Federal Government. This requirement is generally imposed for periods of 3 to 5 years following the date of the original conveyance.

SURPLUS real property can be sold by negotiation under section 203(e)(3)(G) of the Federal Property Act (40 U.S.C. 484(e)(3)(G)) to *private parties* under certain very limited conditions. The law authorizes such sales only where the character and condition of the property or unusual circumstances make it impractical to advertise publicly for competitive bids.

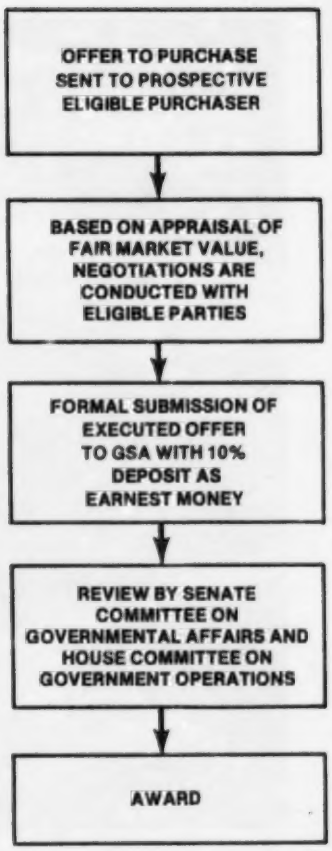


Former Cleveland Army Tank—Automotive Plant competitive bid sale to private business with more than 2.5 million square feet of manufacturing, office and storage space.

Former Federal Building, Muncie, Ind., for sale by sealed bid with restrictive covenants to protect historic characteristics.

Procedure

Regardless of the purchaser (public or private), the process remains essentially the same. An appraisal report is required for any property to be sold by negotiation showing the current fair market value for the property. It must be clearly understood that the appraisal report is only one tool used by GSA as a part of its market analysis in determining an acceptable price at which property can be sold. An offer for purchase of Government property is sent by GSA to the prospective eligible purchaser containing standard and special terms and conditions. Based on GSA's valuation, negotiations conducted with eligible parties are consummated by the formal submission of the executed offer to GSA. Earnest money deposits of 10% of the amount of the offer are required with the submission of an offer for purchase. The circumstances of negotiated sales transactions including the basis for the price are generally subject to a 35 day review by the Senate Committee on Governmental Affairs and the House of Representatives Committee on Government Operations. Unless objections are voiced by the Committees, or a request is made for an extension of time to review the transaction, GSA awards the property to the prospective purchaser. There is generally an additional requirement for anti-trust clearance by the Department of Justice in sales to private parties. GSA seeks to obtain such clearance on data provided by the proposed purchaser.


OFFER TO PURCHASE SENT TO PROSPECTIVE ELIGIBLE PURCHASER
BASED ON APPRAISAL OF FAIR MARKET VALUE, NEGOTIATIONS ARE CONDUCTED WITH ELIGIBLE PARTIES
FORMAL SUBMISSION OF EXECUTED OFFER TO GSA WITH 10% DEPOSIT AS EARNEST MONEY
REVIEW BY SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS AND HOUSE COMMITTEE ON GOVERNMENT OPERATIONS
AWARD

Cash and Credit Terms

As a matter of policy, most sales are on an all-cash basis. If credit is made available by GSA in instances where a clear benefit to the Federal Government can be shown, in most cases 10% down is required with an additional 10% at sale closing. The balance, financed at the prevailing interest rate, is payable in equal quarterly installments over a 10-year period.

Former Naval Industrial Plant, Mishawaka, Ind., competitive bid sale to private business.

Step 5c. Public Sales

If a SURPLUS real property is not disposed of by public benefit conveyance or by negotiated sale, it is made available by competitive public sale. SURPLUS properties are sold on the basis of current market value and are placed on the market as they become available.

Procedure

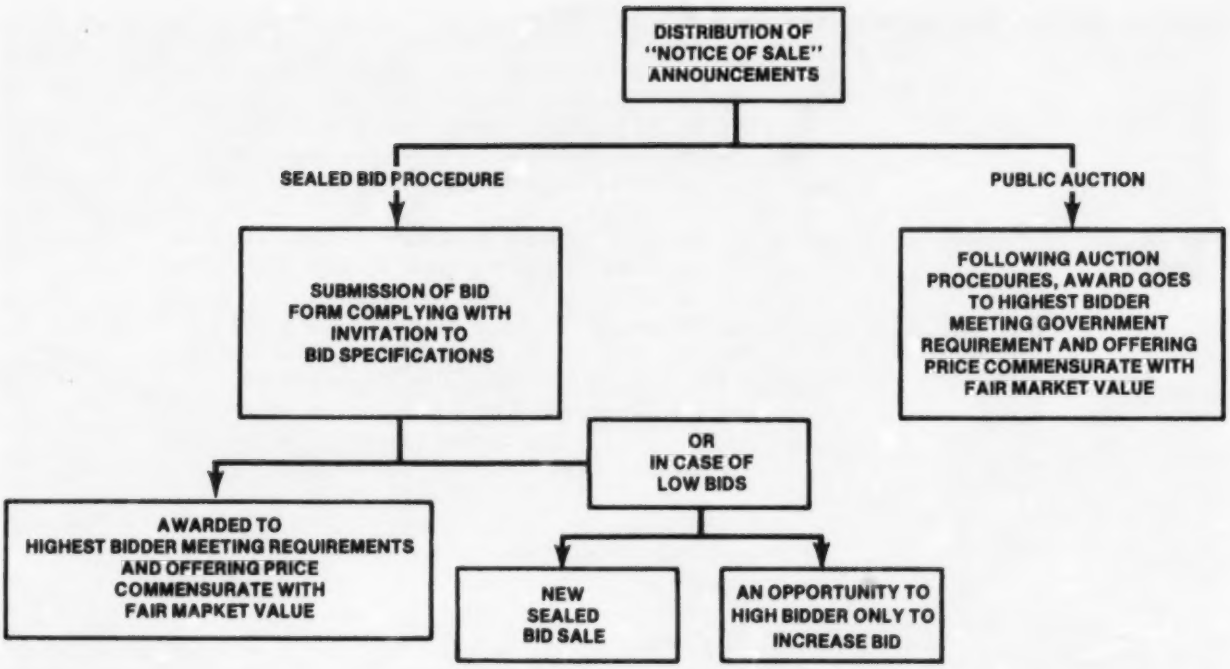
At least 30 days prior to sale, "Notice of Sale" announcements are prepared and widely distributed along with advertising in local newspapers and in the *Commerce Business Daily*, a Government publication listing Federal contracting opportunities. (See Question No. 25.) The extent of advertising in newspapers and other media is determined by the value or other significant features of the particular property. Major data elements provided in the Notice of Sale include:

- Name and location of property
- Description of the property
- Types of local public services and utilities available
- Date and time of planned sale
- Place of sale
- GSA regional office (selling office), address and telephone number (see pages 62 and 63 for a listing of GSA regional offices)

A detailed property description and necessary bid forms may be obtained by prospective buyers from the GSA regional office conducting the sale. Members of the general public, who have no potential conflict of interest and comply with requirements as stated in the GSA Notice of Sale, are eligible to submit a bid in competition with others for the purchase of a SURPLUS real property.

GSA Mailing List

GSA maintains a mailing list of prospective bidders interested in being notified of upcoming SURPLUS real property sales. Notices of Sale are mailed to all prospective buyers who have previously filed a Real Property Mailing List Application Card. To be included on the mailing list, interested parties should request this card from the regional office of GSA serving the area where SURPLUS property availability is desired. The self-addressed card should be completed and returned to GSA. Standard bid forms with instructions are mailed to all parties who express an interest in purchasing a specific real property. These are available from the local regional offices of GSA and are provided upon request.


DISTRIBUTION OF "NOTICE OF SALE" ANNOUNCEMENTS
SEALED BID PROCEDURE
PUBLIC AUCTION
SUBMISSION OF BID FORM COMPLYING WITH INVITATION TO BID SPECIFICATIONS
FOLLOWING AUCTION PROCEDURES, AWARD GOES TO HIGHEST BIDDER MEETING GOVERNMENT REQUIREMENT AND OFFERING PRICE COMMENSURATE WITH FAIR MARKET VALUE
OR IN CASE OF LOW BIDS
AWARDED TO HIGHEST BIDDER MEETING REQUIREMENTS AND OFFERING PRICE COMMENSURATE WITH FAIR MAPKET VALUE
NEW SEALED BID SALE
AN OPPORTUNITY TO HIGH BIDDER ONLY TO INCREASE BID

The Sealed Bid Procedure

The two most commonly used methods for selling real property to the public are sealed bid and public auction. The sealed bid procedure is by far the most prevalent method of sale and can be adapted to a wide scope of properties both large and small and to a wide range of property values. In those instances where offerings submitted in response to an invitation do not produce acceptable bids, the real property is re-offered by GSA to seek an acceptable bid.

Offers are reviewed and accepted for consideration if they comply with stated specifications and requirements of the invitation to bid. GSA does not advise prospective bidders of the value of the property or the amount to bid. On a specified date, bids are opened and the highest bid which is fully responsive to the terms and conditions of the bid invitation, and which offers a price commensurate with the property's estimated market value as determined by GSA may be accepted, but acceptance is not mandatory. If the high bid is below the estimated market value, an opportunity may be afforded to the high bidder *only* to increase the amount of the bid. GSA may also determine that the high bid is too far below the fair market value for the property and reject all bids in favor of a new sealed bid offering. Where identical bids are received which are acceptable in all respects, an award is made by a drawing by lot limited to the equal acceptable offers. Bid deposits are required and all sales are normally made on a cash basis.

Public Auction Sales

Public auction sales are usually conducted on the property site with sales award going to the highest bidder whose offer is acceptable to the Government under the same conditions applicable to sealed bid sales as discussed above. Bidders are required to submit a predetermined and publicly announced deposit.

Benefits to the Community

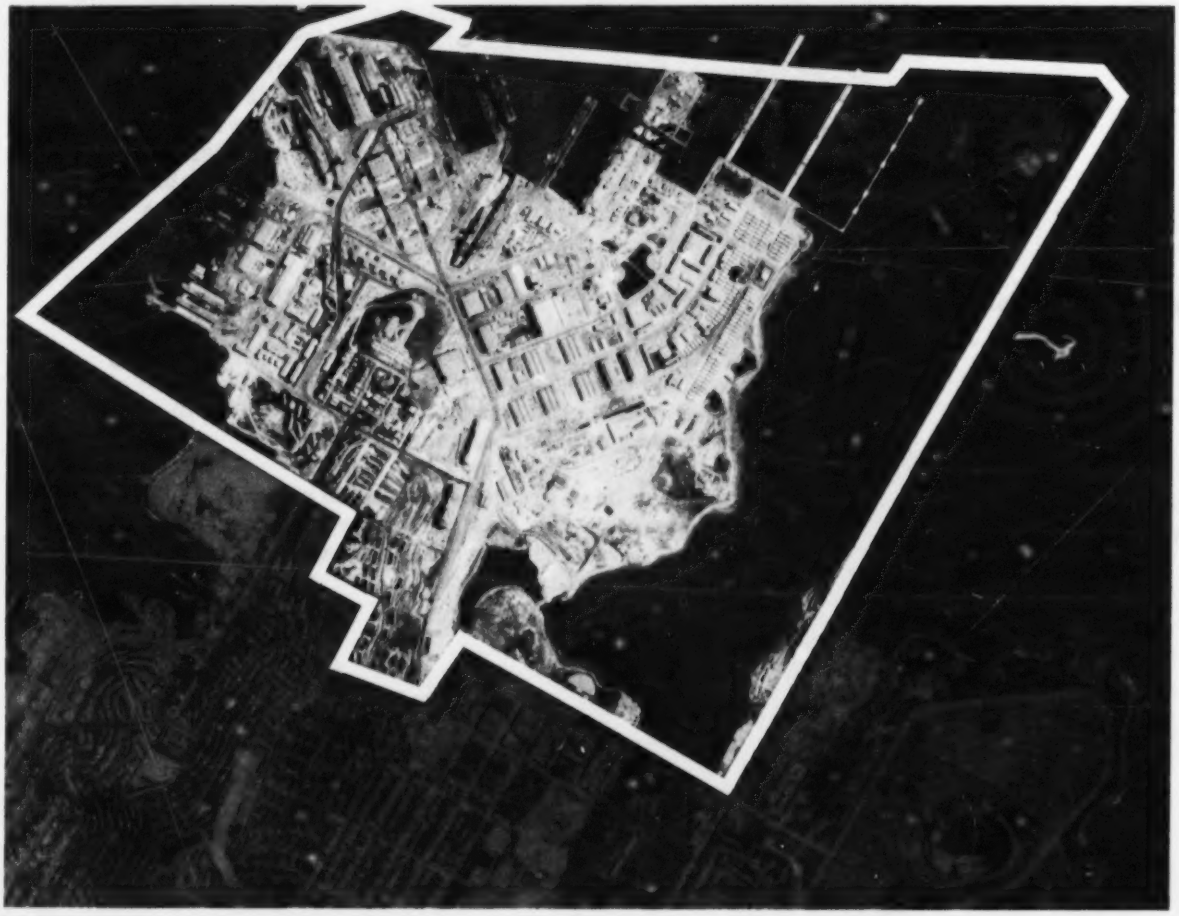
Public sales may be of great benefit to the community by adding property to the local tax rolls and increasing opportunities for optimum use, development, and employment by private enterprise.

Step 6. Award and Closing

Upon receipt of all the necessary clearances, the property is awarded. Although closing usually follows within 30-90 days after the award review process has been completed, the successful applicant or purchaser is normally put in possession of the property soon after the award.

Stipulations on Title

Generally, there are no Federal restrictions on title or use of real property sold by either negotiated or public sales, although real property may be sold subject to covenants to protect the historic and architecturally significant features of the property, if appropriate, or conditions necessary for the Government to carry out Federal missions involving the use of Federal lands adjacent to or in the vicinity of the property sold. Such special covenants and restrictions may also apply to public benefit conveyances in addition to the public use restrictions.



Portion of Hunters Point Naval Ship Yard (Inchon Village), San Francisco, Cal., conveyed to local government for low and moderate income housing.

IV. QUESTIONS AND ANSWERS

Chapter Overview

This section provides answers to the most frequently asked questions about Federal real property disposal. If you require further clarification or have additional questions, contact the GSA regional office in your area (see U.S. Map with GSA Regional Directory—pages 62 and 63).

The questions and answers are organized under these headings:

A. General (1 to 4)
B. Interim Use (5 to 7)
C. Surplus (8 to 13)
D. Appraisal (14 to 16)
E. Environmental considerations (17 to 18)
F. Land use, zoning, and re-use planning (19 to 23)
G. Surplus Sales (24 to 32)

A. GENERAL

1. Q What is the "screening" procedure followed by GSA to notify other Federal agencies of the availability of EXCESS real property?

A Reports of EXCESS real property containing essential descriptive data and information about specific properties are submitted to the appropriate GSA regional office by the agencies which have been using the properties. GSA notifies other executive agencies whose functions require the use of real property of the availability of specific EXCESS properties. These agencies are encouraged to inspect EXCESS properties if it appears from the descriptive data that any of them may be suitable to fill agency needs. If not satisfied by the use of EXCESS property, such needs would necessitate the expenditure of Federal funds for acquisition and construction of the required facilities.

Agencies have 30 days within which to notify GSA of their interest in EXCESS property. An agency may be allowed additional time to explore the possible acquisition of a property if it notifies GSA of a tentative need.

2. Q Do any Federal agencies other than GSA dispose of Federal real property?

A Yes. The Federal Property and Administrative Services Act of 1949 permits continued disposition of certain real property by Federal agencies holding such property, where disposal of the property is an integral part of the agency's statutory responsibility. These properties are not EXCESS properties within the meaning of the term as used in the 1949 Act.

Examples of disposal activities conducted by other agencies under laws not affected by the enactment of the Federal Property Act include: the disposition of residential properties by the Department of Housing and Urban Development and the Veterans Administration; recreational and industrial sites by the Tennessee Valley Authority; farm properties acquired by the Department of Agriculture by mortgage foreclosure or by other authorized means; and foreclosed business properties by the Small Business Administration.

The various Federal agencies may dispose of surplus improvements, structures and fixtures which they designate for disposition without the underlying land. Also, the Departments of Defense, Agriculture, and Interior may dispose of property having an estimated fair market value of less than $1,000.

3. Q How can civic and other organizations assist GSA and their state and local governments in the disposal of SURPLUS real property?

A Civic and other organizations in the community in which SURPLUS real property is located can assist GSA in its prompt and efficient disposal in two important ways. First, they can expedite ultimate disposal of the property by assisting state and local agencies interested in acquiring the property for public purposes. This includes the development of a program of use, and ways and means of funding any financial obligations which an acquisition may entail.

Second, if the property will not be acquired by state or local agencies for public use and is to be offered by GSA for public sale, civic organizations can supplement GSA's efforts to stimulate a competitive market for the property. In some instances, community plans for industrial and commercial development are best served when new and supplemental industries are promoted on a selective basis. Local civic organizations interested in fostering these aims and objectives are frequently able, through their own efforts, to interest selected enterprises in actively participating in the competitive bidding resulting from GSA sales plans.

4. Q Do Indian tribes or other Indian groups have a preference in acquiring EXCESS or SURPLUS Federal real property?

A Public Law 93-599, approved January 2, 1975, amended section 202(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 483(a)) to provide for the transfer of certain EXCESS real property to the Secretary of the Interior to be held in trust for the benefit and use of a specific group, band, or tribe of Indians. EXCESS properties which meet the requirements of this law are transferred by GSA to the Secretary without compensation. To qualify for this preference, the EXCESS Federal real property must (with minor exceptions primarily relating to Oklahoma) be located within the boundaries of an established Indian reservation. In addition, Federal agencies may request transfer of normal EXCESS Federal real properties (those located outside Indian reservations) for further Federal utilization in connection with Indian programs.

Other than the above, there are no priorities or price preferences available to Indian tribes, organizations, or individuals in the acquisition of EXCESS or SURPLUS Federal real property. Unless an Indian tribe qualified in an additional legal capacity which establishes eligibility to acquire SURPLUS real property by donation (such as a nonprofit health or educational institution), the only alternative a tribe would have to acquire SURPLUS real property would be through a competitive-bid sale.

B. INTERIM USE

5. Q Under what circumstances will GSA approve interim use for or leasing of EXCESS or SURPLUS property?

A Interim leases, permits, and licenses may be granted by the holding agency with GSA's concurrence for use and occupancy of EXCESS or SURPLUS real properties in order to place them in productive use, or for certain community purposes, such as organization meetings of a community or public nature. These interim uses are for short periods not exceeding 1 year, and are made revocable on 30 days' notice by the Government. All leases and permits are for a monetary or other appropriate consideration and are negotiated on terms and conditions necessary to protect the interests of the U.S. Government.

6. Q Under what conditions may EXCESS or SURPLUS real property be made available for lease?

A EXCESS or SURPLUS real property is generally made available for lease only on an interim basis pending disposal at a rental commensurate with the fair rental value of the property involved. Specific conditions are determined by the holding agency, which may give credit for protection or maintenance services performed or arranged by the occupant in lieu of monetary consideration.

7. Q What agency is responsible for leasing or permitting occupancy of EXCESS or SURPLUS property pending its disposal?

A Responsibility for the care and custody of EXCESS or SURPLUS real property pending its disposition is vested in the Federal holding agency which has been using it. During the time the property is being disposed of by GSA, the agency may, with GSA's approval, lease all or part of the property.

C. SURPLUS

8. Q How does GSA determine Federal real property to be SURPLUS, and who is first notified of its SURPLUS status?

A When a Federal agency reports real property EXCESS to GSA, the property is screened among other Federal agencies to determine whether it will meet their program needs. (See Question No. 1.) If there are no further Federal agency requirements, the property is determined SURPLUS to the needs of the Federal Government. GSA sends Notices of Surplus Determination to the governor of the state in which the property is located, to heads of county and local governments, to the applicable postmaster, state and local clearinghouses, and to the regional offices of the Departments of the Interior, Health and Human Services, and Education. (These agencies in turn send notifications to eligible public agencies and to certain nonprofit health and educational institutions.) GSA notices describe the property and provide information on how to acquire it.

9. Q Does the owner from whom the Government acquired the SURPLUS property have any priority in its sale?

A No, unless so stated on the deed of conveyance to the Government. Section 23(d) of the Surplus Property Act of 1944 provided for the negotiated sale of certain classes of SURPLUS real property to former owners under a price preference formula, but this provision was repealed by the Federal Property and Administrative Services Act of 1949. All priorities and price preferences with respect to the disposal of SURPLUS real property under the 1944 Act were continued until December 31, 1949, when they expired.

10. Q Once a particular real property has been determined SURPLUS, how does GSA determine the method or manner of disposal which will be utilized?

A GSA determines the highest and best use of a property by evaluating its potential suitability for the uses proposed. On the basis of this determination, GSA develops a disposal plan for the property.

11. Q How and to whom does a state or local government apply for SURPLUS Federal property?

A While GSA is responsible for the ultimate disposal of property, existing law and Federal regulations provide for other Federal agencies to determine the eligibility of applicants and the public benefit allowance applicable. The Notification of Surplus Determination discussed in Question No. 8 gives specific information for making application.

Application forms for park and recreational use are obtained from the National Park Service of the Department of the Interior; for educational use from Department of Education; for health use from the Department of Health and Human Services; and for highway use from the Federal Highway Administration of the Department of Transportation. All other applications and instructions for uses such as historic monuments, wildlife conservation, and public airports are obtained from GSA.

12. Q Does a state government take precedence over a county/city in its application to acquire SURPLUS real property?

A GSA gives no priority to any prospective applicants for property. When there is conflicting interest in a property, GSA urges the competing applicants to resolve the conflict among themselves. If a conflict cannot be resolved at the local level, GSA must make the final decision based on the merits of the proposed uses, the overall public interest to be served by each, and the governing objectives of the Federal Property and Administrative Services Act of 1949 and/or related legislation.

13. Q What is done with the proceeds received from the disposal of U.S. Government SURPLUS real property?

A Net proceeds from SURPLUS sales are deposited in the U.S. Treasury's Land and Water Conservation Fund. These funds are made available to the Department of the Interior for use in making grants to states and local governments for specific conservation and recreation projects, and to acquire land for the Federal Government's National Park System.

D. APPRAISAL

14. Q Why does GSA have SURPLUS real property appraised?

A Maximum benefits to the community and to the Federal Government are realized when SURPLUS real property is disposed of for its highest and best use. The determination of the highest and best use of the property is the keystone of the appraisal process.

An appraisal of the property's fair market value in the early stages of disposal planning provides, in addition to pertinent estimates of value, vital information and data about present and future local market conditions and trends, and about the economic feasibility of alternative actions such as the dividing of property for multiple disposals. Based upon this and other information (such as an inspection of the property and its environment), and a market analysis by GSA realty specialists, the method and manner of disposal likely best to serve the public interest are incorporated into GSA's overall disposal plan.

After disposal plans have been completed and the decision has been reached as to the method and manner of disposal, the appraisal provides a means of determining the monetary basis for negotiated sales to non-Federal public agencies and is the most acceptable guide for evaluating the adequacy of bids received in competitive bid sales offerings.

It must be emphasized that an appraisal is used as a guide to value but, broadly considered, it is a baseline for the disposal of the property. In addition to appraisal advice, GSA may also use an independent market analysis to determine value based on other pertinent factors, such as the actual bids and offers received for the purchase of the property.

15. Q What is the basic difference between the "appraised value" and "market value" for a given real property?

A "Appraised value" is an opinion based on an interpretation of facts derived from past action in the marketplace processed into an estimate of value as of a specific date. "Market value" is the highest price which a property will bring in a competitive, open, and knowledgeable market, and is the value sought by GSA in its disposal process.

It should be noted that in negotiated sales to states and local governments, the law requires that the "estimated fair market value and other satisfactory terms of disposal" be obtained by the Government. GSA obtains other information in estimating fair market value, such as local real estate market surveys by GSA employees, and market analyses.

16. Q How is the fair market value determined by GSA for a SURPLUS property to be sold via negotiated sale or public sale?

A The fair market value of real property is determined by establishing its highest and best use through the formal appraisal process normally followed in private commercial real estate valuation practice. GSA may employ the services of a qualified contract appraiser whose capabilities are known by the GSA contracting officer, or a qualified staff appraiser, depending on the nature of the disposal action or the size and complexity of the property.

The appraiser's opinion of value is then used by GSA as a guide in the determination of the offering price or in the evaluation of bids. The report applies the three standard approaches to value to the location and physical characteristics of each individual property. These approaches are comparable sales, capitalization of income, and depreciated reproduction cost.

As stated above, properties are appraised by private real estate appraisers under contract with GSA or by GSA staff appraisers. Both contract and staff appraisal reports are prepared by qualified appraisers who possess the experience necessary to render professional opinions as to the particular type of property involved. The time required to appraise properties reported to GSA varies with their size and complexity. Normally 30 to 90 days is needed for completion of the report, plus additional time for review of the report by GSA staff.

E. ENVIRONMENTAL CONSIDERATIONS

17. Q Does GSA assess the impact of the disposal of a particular SURPLUS real property on the environment?

A Yes. Under the National Environmental Policy Act of 1969, and Executive Order No. 11514, dated March 5, 1970, entitled "Protection and Enhancement of Environmental Quality," GSA assesses the potential environmental impact of any disposal of real property to avoid adverse effects and to restore or enhance environmental quality to the fullest extent practicable. (See Chapter II.)

18. Q Do Environmental Assessments and Environmental Impact Statements have similar purposes?

A. Yes. They are both utilized to analyze significant environmental factors which have a bearing on a proposed disposal action and to assess reasonable alternative uses for the property. GSA requires the assessment process to avoid or minimize potential adverse environmental effects in all its property disposal actions. Environmental Impact Statements are more comprehensive in nature, and are required chiefly for real property disposals which are determined during the assessment process to have a significant effect on the quality of the human environment.

F. LAND USE, ZONING, AND RE-USE PLANNING

19. Q How does a public body or community group go about requesting re-use planning assistance in conjunction with a specific SURPLUS Federal real property site?

A. When a state or local public body determines that a re-use plan would be of assistance in its deliberations concerning SURPLUS or potentially SURPLUS Government-owned real property, the regional office of GSA serving the area in which the property is located should be notified.

In significant cases, subject to the availability of resources, GSA may make re-use planning assistance available. Otherwise, the GSA regional office will closely coordinate its normal disposal planning with interested public bodies and community groups.

20. Q What is the principal purpose of a GSA-prepared property re-use plan?

A Property re-use planning assists in thoroughly exploring feasible uses for SURPLUS Government-owned real property in significant disposal actions. The technical expertise applied in the re-use planning process assists states and local governments in attaining the highest and best use for SURPLUS property and can help resolve any conflicts resulting from competing interests for the use of the property. (See Chapter II.)

21. Q To what extent does GSA consider general public land use and development plans in its disposal of SURPLUS real property?

A Public bodies and regional and metropolitan comprehensive planning agencies are given an opportunity to advise GSA if the proposed disposal of a specific SURPLUS property is incompatible with their development plans and programs.

22. Q Is the local government afforded the opportunity to establish its zoning prior to sale of SURPLUS real property?

A Yes. Prior to a sale offering of SURPLUS real property located in an urban area, the local governmental body having jurisdiction over zoning and land use regulations is notified of the pending sale and afforded the opportunity of zoning for the use of the land in accordance with local comprehensive planning. This notification is usually included with the Notice of Surplus Determination discussed in Question No. 8.

23. Q Does the General Services Administration advise bidders about local zoning and other related matters in advertising the sale of real property?

A Yes. At the time of sale, bidders are furnished with any available information made known to GSA by the governmental body of actual or prospective local zoning and land use regulations which might affect the property. Information concerning availability or prospective availability of community facilities such as streets, sidewalks, street lights, and public utilities are also furnished.

G. SURPLUS SALES

24. Q Which Federal agency is responsible for the sale of SURPLUS Federal real property?

A With the exception of surplus structures and improvements for off-site removal which can be offered for sale by the holding agency (see Question No. 2), and land and improvements having a fair market value of under $1,000 which can be sold by the Departments of Defense, Agriculture, and Interior, all domestic SURPLUS Federal real property is sold by GSA.

25. Q How is the general public made aware of upcoming SURPLUS Federal real property sales?

A When GSA decides to offer a property for sale to the general public, notice of the sale is published in the *Commerce Business Daily*, advertisements are placed in various local newspapers and other publications, and notices are mailed to those listed on GSA's prospective bidders mailing list.

26. Q Are sale offerings of Federal SURPLUS real property advertised on a national, regional, or local basis?

A The type and value of the property determines the extent of advertisement for a sale. The *Commerce Business Daily* and GSA's bidders mailing list are used on all sales. Advertising can range from a small display ad in a single local newspaper to large ads in several newspapers, including nationwide periodicals and trade publications. Significant high value properties may justify the use of other media, such as radio or television.

27. Q How often are real property sales held in various parts of the country?

A There is no standard or routine timetable for the sale of real property. Properties are offered as they become available for sale.

28. Q How far in advance, or how much notice, is given to prospective buyers of Federal real property that a particular property is SURPLUS and will be available for public sale?

A Notification of sale is made at least 30 days before the sale date.

29. Q Why doesn't GSA disclose the value of a given property in a public sale?

A It is generally recognized that an appraisal is an informed opinion and should not be viewed or accepted as the product of an exact science. The appraisal is one of the tools used by GSA in determining fair market value. The actual competition within the marketplace ultimately establishes value. If GSA were to disclose its appraisal, meaningful competition between prospective purchases based on their own concepts of value would not be possible. Such competition is essential to serve the economic interests of the taxpayers who contributed to the purchase of the property, and who are entitled to a return which truly reflects free marketplace interplay.

30. Q How can an organization or individual indicate to GSA an interest in being advised of upcoming real property sales?

A Scheduled sales are listed in the *Commerce Business Daily* available on a subscription basis from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Additionally, mailing lists are maintained for each GSA region, which include persons who have indicated an interest either in a particular property, or in a type of property which might become available in the region. Information about a particular property and mailing list application forms may be obtained by writing the appropriate GSA regional office. Announcements of the availability of such property and the procedures for acquiring it will be sent directly to mailing list prospects.

31. Q In a public sale, is a minimum bid price specified in the GSA sale announcement?

A Not normally. Sometimes an upset price is included in the invitation to bid where successive advertisements or other unusual circumstances are involved.

32. Q What are the various competitive methods which GSA uses to sell surplus real property?

A The two most prevalent methods of public competitive sale which may be used are:

(1) Sealed bid.

In response to an invitation, bids are submitted, along with a deposit, to the issuing GSA regional office. On a specified date, bids are open and read publicly. If the high bid is acceptable, an award is made, usually within 60 days. For any reasons which best serves the interest of the Government, GSA may reject all bids and either re-offer the property for sale or take other disposal action. At times, when the high bid is not commensurate with GSA's determination of value (but otherwise acceptable), the high bidder may be afforded an opportunity to raise the amount of his bid. Deposits are returned promptly to all unsuccessful bidders.

(2) Public auction.

In this case, bidders must submit a predetermined and publicly announced deposit of earnest money. Award is made to the highest bidder whose offer is acceptable to the Government. Auction sales are usually conducted on the property site.

Appendix

Principal Laws Governing the Disposal of Excess and Surplus Federal Real Property

The Federal Property and Administrative Services Act of 1949, as amended, (40 U.S.C. 471 et seq.) contains the basic law governing the utilization and disposal of EXCESS and SURPLUS Federal real property. Referenced below are pertinent subsections of sections 202 and 203 of this law (40 U.S.C. 483 and 484), and citations for related laws, which contain the principal statutory authorities in this process:

Transfer of excess real property among Federal agencies.	40 U.S.C. 483(a)(1)
Disposal of surplus real property by competitive and negotiated sale.	40 U.S.C. 484(c) and (e)
Disposal by negotiation to private parties.	40 U.S.C. 484(e)(3)(G)
Disposal by negotiation to public agencies.	40 U.S.C. 484(e)(3)(H)
Disposal for school, classroom, or other educational purposes.	40 U.S.C. 484(k)(1)(A)
Disposal for public health purposes including research.	40 U.S.C. 484(k)(1)(B)
Disposal for public park or recreation area.	40 U.S.C. 484(k)(2)
Disposal for historic monument.	40 U.S.C. 484(k)(3)
Disposal of power transmission lines needful for or adaptable to the requirements of a public power project.	50 U.S.C. App. 1622(d)
Disposal for public airport purposes.	50 U.S.C. App. 1622 (g)
Disposal for wildlife conservation purposes.	16 U.S.C. 667b-d
Disposal for Federal aid and other highways.	23 U.S.C. 107 and 317
Disposal for authorized widening of public highways, streets, or alleys.	40 U.S.C. 345c
Transfer of surplus real property to Department of Housing and Urban Development and the Department of Agriculture for low and moderate income housing and related public, commercial, and industrial facilities.	40 U.S.C. 484b

Transfer to a state agency for replacement housing in certain limited situations mainly involving public land acquisitions.	42 U.S.C. 4638
Transfer of jursidiction over property with the District of Columbia for administration and maintenance under conditions to be agreed upon.	40 U.S.C. 122
Grant of easements in, over, or upon excess or surplus real property.	40 U.S.C. 319-319(e)

NOTE: Section 205(c) of the Federal Property and Administrative Services Act of 1949 authorizes the Administrator of General Services to prescribe regulations effectuating the functions established by this law. Regulations issued under this authority implementing the above laws are codified in Part 101-47 of the Federal Property Management Regulations (FPMR). These regulations are published in Title 41 of the Code of Federal Regulations (41 CFR 101-47). GSA cannot provide copies of these regulations to the public but they may be purchased at a small charge from the Superintendent of Documents, U.S. Government Printing Office (GPO), Washington, D.C. 20402. A purchase order to GPO for this purpose should request "Code of Federal Regulations Title 41, Chapter 101."

GSA Regional Offices

The map shows the regional structure of the General Services Administration. Additional information about the disposal of Government-owned real estate may be obtained by writing or calling the Director of Real Property, General Services Administration, in the GSA regional office serving your area.

Region	Includes	Address	Telephone
1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	John W. McCormack Post Office and Courthouse Boston, MA 02109	(617) 223-2651
2	New York, New Jersey, Puerto Rico, Virgin Islands	26 Federal Plaza New York, NY 10007	(212) 264-2650
National Capital	Washington, D.C.; Montgomery and Prince George's Counties, Maryland; city of Alexandria, Virginia; and Arlington, Fairfax, Loudoun, and Prince William Counties, Virginia	7th and D Streets, S.W. Washington, DC 20407	(202) 472-1921
3	Pennsylvania, Virginia, West Virginia, Maryland, and Delaware with the exception of those areas assigned to the National Capital Region	9th and Market Streets Philadelphia, PA 19107	(215) 597-1129
4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	Richard B. Russell Federal Building 75 Spring St., S.W. Atlanta, GA 30303	(404) 221-5133
5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	230 South Dearborn St. Chicago, IL 60604	(312) 353-6045
6	Iowa, Kansas, Missouri, Nebraska	1500 East Bannister Rd. Kansas City, MO 64131	(816) 926-7237
7	Arkansas, Louisiana, New Mexico, Oklahoma, Texas	819 Taylor St. Fort Worth, TX 76102	(817) 334-2331
8	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming	Building 41, Denver Federal Center Denver, CO 80225	(303) 234-3934
9	American Samoa, Arizona, California, Guam, Hawaii, Nevada, the Trust Territory of the Pacific Islands	525 Market St. San Francisco, CA 94105	(415) 556-5314
10	Alaska, Idaho, Oregon, Washington	GSA Center Auburn, WA 98002	(206) 833-6500 Ext. 264

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